

# NAVY FACILITY ASSETS



# PROCEDURES MANUAL

NAVFAC P-78  
30 September 2001

# FOREWORD

This publication outlines the responsibilities and procedures for Navy Facility Assets (NFA) that is stored in Internet Navy Facility Assets Data Store Management System (iNFADS). This responsibility requires the establishment of a database on owned and leased real property to meet the facilities inventory, planning and management information requirements of the Department of the Navy.

The validity of NFA is dependent on timely and accurate reporting of real property information by Navy and Marine Corps shore activities. Valid reporting supports NFA as one of the non-financial feeder systems for the development of Clean Financial Statement, a valid Military Construction Program, identification of resource requirements for facilities management, interface with other Navy Programs, and an inventory of real property under the control of the Department of the Navy.

The Naval Shore Installation home page ([WWW.NSI.NAVFAC.NAVY.MIL](http://WWW.NSI.NAVFAC.NAVY.MIL)) houses all real property reports and publications, and an in-depth query capability is available to the users.

This publication cancels and supersedes NAVFAC P-78, September 2000 and is certified as an official publication of the Naval Facilities Engineering Command. Comments and recommendations related to required changes and system improvements are welcome and should be addressed to this Command.

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**Rear Admiral, CEC, U.S. NAVY  
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# Chapter 1 Introduction

## LEGAL REQUIREMENTS AND AUTHORITY

Title 10, U.S. Code 2721 requires the Department of Defense (DOD) to establish and maintain an official record of financial and physical data (land, buildings, structures, and utilities) on DOD real property. This statutory requirement is implemented and further defined by the following instructions: (latest revision)

|                            |  |
|----------------------------|--|
| <b>DODINST 4165.14</b>     | Inventory of Military Real Property                |
| <b>DODINST 4165.3</b>      | DOD Facilities Classes and Construction Categories |
| <b>SECNAVINST 11011.40</b> | Inventory of Military Real Property                |

Additionally, Federal Property Management Regulations (FPMR), Part 101-3, requires all Federal agencies to provide annual real property inventory reports to the General Services Administration.

The SECNAVINST 11011.40 assigns responsibilities for policy, administration, and maintenance of the Department of Navy inventory of real property as follows:

### **1.1.A. Chief of Naval Operations.**

Establishes Department of Navy policy and procedures for the real property inventory and for administration of the program within the Department of Navy.

### **1.1.B. Commandant of the Marine Corps.**

Administers the real property inventory within the Marine Corps. The program will be administered in accordance with the procedures established for the Department Of Navy.

### **1.1.C. Comptroller of the Navy.**

Develops financial procedures/reports and performs various audits of the real property inventory within the Department of Navy.

The Chief of Naval Operations assigned responsibility for the technical direction of the Department of Navy real property inventory to the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), in 1970. This includes the responsibility to establish a system and recommend procedures necessary to meet the inventory and reporting requirements of DODINST 4165.14 and FPMR 101-3. NAVFACENGCOM developed NFA to provide planning and management information required by the Department of Navy for its facilities. Operating procedures for this system are provided in this manual.

## **INTERNET NAVY FACILITY ASSETS DATA STORE MANAGEMENT SYSTEM (NFA)**

### **1.1.D. Participants:**

Installation Management Claimants, Regional Commanders, and Navy/Marine Corps shore activities

Commandant, Marine Corps (CMC)

Engineering Field Divisions (EFD) Facilities Planning, Real Estate, Design, and Financial organizations.

Property Accounting Activities (PAAs)

NAVFAC Information Technology Center (NITC)

Naval Facilities Engineering Command Headquarters

### **1.1.E. The Data Store.**

The data store has data on each existing facility (building, structure, utility, and land) owned or leased by the Department of Navy. Data is provided on facility location, acquisition, construction, size, cost, capacity, utilization, and condition. The data store contains approximately 193,000 items of real property as of 30 September 2001.

### **1.1.F. Products**

The Detailed Inventory of Naval Shore Facilities, NAVFAC P-164

Real Property Maintenance Activities (RPMA) extracts

Unaccompanied Personnel Housing Asset Records.

Facilities Maintenance Responsibility Reports (FMRR)

Department of Navy Energy Conservation Program extracts.

Statistical Tables of Military Real Property, Navy, NAVFAC P-319

Real Property Owned and Leased by the United States

Property Records (PR), Ingrant Records (IR), Outgrant Records (OR), and Disposal Records (DR)

Additional reports are produced upon request.

## **MAJOR CHANGES AND FUTURE PLANS**

On March 1, 2001 the Internet Navy Facility Assets Data Store (NFA) replaced the Navy Facility Assets Data Base (NFADB).

NAVFAC Information Technology Center (NITC) and the EFDs are providing NFA application training to current users.

Additional enhancements, as requested by the users, have been made to NSI ([WWW.NSI.NAVFAC.NAVY.MIL](http://WWW.NSI.NAVFAC.NAVY.MIL)).

IMCs (CNO, PACFLT, LANTFLT, NAVRESFOR, NAVSEA, NAVAIR, NAVEUR, and CNET), NAVFAC, NITC, and the EFDs (PACDIV, LANTDIV, SOUTHDIV and SOUTHWESTDIV) meet regularly to coordinate the vast number of changes required by the users.

Plans are underway to move the Shore Facility Planning System (SFPS) from the mainframe to the web-based server, sometime in 2001 or early 2002.

## **NFA MANAGEMENT SYSTEM INTERFACE WITH OTHER SYSTEMS**

### **1.1.G. Data Systems Used by NFA.**

Master Activity General Information Control (MAGIC)

MAGIC is a database containing general information on Navy and Marine Corps activities (e.g., name, location, command relationship, host/tenant relationship, status, and function). Operating procedures for the MAGIC System are described in NAVFAC publication P-915. NFA annual reports are sorted and distributed by using data in the MAGIC database.

The Category Code Directory (CCD)

CCD is an automated file containing Department of Navy facility category codes, descriptions, and units of measure. It is used for identifying, classifying, and quantifying assets. The file contains the investment category and maintenance cost account numbers corresponding to each of the facility category codes. The contents of the CCD are reported in the Department of the Navy Facility Category Codes, NAVFAC P-72.

### **1.1.H. Systems Using NFA.**

There are three major facilities-related systems that are dependent upon data from NFA.

These systems are described below:

1) Navy Shore Facilities Planning System (SFPS) provides for:

- a) The determination and validation of facility requirements for Navy shore activities
- b) Engineering Evaluations on the condition of existing facilities
- c) Facility Planning Documents (FPD)

**d) Compare facility requirements and assets**

**e) Analyze facilities by category codes to satisfy deficiencies and dispose of surpluses**

**Develop and validate construction projects for the Military Construction (MCON) and Minor Construction Program**

2) **The Marine Corps Facilities Planning and Programming System (MCFPPS)** is similar to the Navy SFPS and is described in detail in MCO P11000.12.

- 3) **The Navy Unaccompanied Personnel Housing Survey Program** is described in "Personnel Housing Requirements Report" NAVFACINST 11101.91 (latest edition). The program produces Unaccompanied Personnel Housing Asset Records that are used to verify and correct room inventory, capacity, and condition data, and to provide asset data for the "Determination of Unaccompanied Personnel" R9201R19.

## **QUALITY OF NFA.**

### **1.1.I. Reasons for Quality.**

The Department of Navy requires an accurate and current facilities inventory for the following reasons:

- Supports the development of Clean Financial Statement
- Efficiently plans for and manages its shore facilities
- Determines requirements and funding for new facilities
- Identifies and properly utilizes (transfers, reassigns, disposes, etc) excess facilities
- Serves a significant role in the development of a funding program for the maintenance of real property
- Is used in the preparation of special studies and formal audits

### **1.1.J. Responsibilities for NFA Quality.**

The following system participants assist in maintaining accurate and current NFA:

- Installation Management Claimants
- Public Works Officers
- Facilities planning and real estate organizations
- Financial accounting organizations
- Claimants (other than IMC), Regional Commanders, and Navy / Marine Corps shore activities

## **NFA Reporting Requirements.**

### **1.1.K. Reporting Requirements.**

The IMCs are the owners of Navy real property, and are responsible for ensuring data quality.

### **1.1.L. Property Defined.**

- Class 1: Land



Class 2: Buildings, structures, and utilities

Class 3: Equipment other than industrial plant equipment\*

Class 4: Industrial plant equipment\*

\*NFA provides an inventory of Class 1 (Land) and Class 2 (Buildings, Structures, and Utilities) real property. Classes 3 and 4 are considered to be personal property.

#### **1.1.M. Financial Management Regulations (FMR) / NAVCOMPT Requirements**

Detailed reporting instructions are contained in Section I, Part B, Chapter 6, Volume 3 of the NAVCOMPT Manual (currently being incorporated in the FMR, Volume 4, Chapter 6) and are summarized below:

1) Land. An item is defined as one single parcel or a group of parcels of land which have been acquired by the same method, or are ingraned by a single acquisition contract.

2) Buildings. All Department of Navy owned/ingraned buildings. Paragraph 036104 lists exceptions other than those listed below.

**Do not report** buildings constructed for test purposes, to be demolished within a 2-year period.

**Do not report** relocatable/portable buildings (shelters, construction offices, trailers, sanitary facilities, self-contained offices, and vans) unless acquired with MCON or Minor Construction funds. (See OPNAVINST 11010.33 & MCO P11000.12).

**Do not report** buildings or building space owned or leased by the General Services Administration (GSA).

3) Structures. All Department of Navy owned/ingraned structures. Paragraph 036104 lists exceptions other than those listed below.

**Do not report** structures constructed for test purposes, to be demolished within a 2-year period.

**Do not report** relocatable/portable structures (shelters, construction offices, trailers, sanitary facilities, self-contained offices, and vans) unless acquired with MCON or Minor Construction funds. (See OPNAVINST 11010.33 & MCO P11000.12).

4) Utilities. All Department-of-Navy-owned/ingraned utilities; Paragraph 036104 lists exceptions other than those listed below.

**Do not report** ingraned telephone systems.

**Do not report** utilities constructed for test purposes to be demolished within a 2-year period.

**Do not report** equipment (commonly referred to as no-break power), continuous power supply, or uninterrupted power supply units that have been installed to provide uninterrupted service of near-perfect voltage and predetermined cycles.

**1.1.N. Reporting of utilities.**

A separate property record is to be prepared for each steam and high temperature water system, each water supply system, each sanitary and/or combination sanitary/storm system, each natural or manufactured gas system, each compressed air system, each wire communication system, each electrical system, each fire alarm system, each air conditioning system, and each refuse collection system. These systems are precisely defined in Paragraph 036104 of the NAVCOMPT Manual, Volume 3, Chapter 6.

Report items of equipment (personal property) that are permanently built in or installed as an **integral** part of a utility system that, if removed, would impair the distribution of service.

**1.1.O. Capital Improvements to Existing Facilities.**

Capital improvements will be reported within three months of Beneficial Occupancy Date (BOD). Examples of capital improvements are:

- (1) Replacement of individual space heaters with a central heating system, serving only the building or structure in which it is installed;
- (2) Installation of a fluorescent lighting system to replace a serviceable incandescent lighting system to provide improved lighting;
- (3) Application of brick veneer to a frame structure with wood siding;
- (4) Initial installation of an automatic sprinkler, fire alarm, or central air conditioning system;
- (5) Construction of a parking lot or hard-surfacing a gravel or dirt road.

**1.1.P. Special Projects Requirements.**

Repair and maintenance costs incurred maintaining the facility in satisfactory operating condition shall not be accounted for in NFA. (NOTE: In the FMR Volume 4, Chapter 6, Page 6-28, repair money can be used to account for capital improvements under the conditions noted. These types of capital improvements must be recorded in NFA.)

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**NOTE:** Further guidance on reporting construction costs to NFA is provided in Appendix C.

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**1.1.Q. Outgrants.**

Outgrants are leases, permits, and licenses to other military departments, government agencies, states, local governments, private enterprise, or individuals, for the use of all or portions of individual items of Department of Navy real property. Only outgrants with terms of 1 year or more shall be entered into NFA.

**1.1.R. Ingrants.**

Ingrants are contracts or agreements (such as leases, licenses, or permits) conveying real property use to the Navy, usually for a specified consideration (rent or other remuneration). Only ingrats with terms of 1 year or more should be entered into NFA.

**1.1.S. Disestablished Activities.**

Real property of a disestablished Navy activity is retained under the title of the disestablished activity in NFA until the real property is reassigned/transferred.

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## **Chapter 2 RESPONSIBILITIES**

This chapter outlines the responsibilities of the major contributors to NFA.

### **NFA Installation Management Claimants, Commanding Officer Stand-Alone Activity**

Define/enforce real property policies and procedures.

Hold activity accountable for good/valid Navy Facility Assets (NFA) data.

Provide facilities planning oversight

Determine updating capabilities for users in NFA

Review NFA reports for accuracy, and initiate corrective actions as necessary for format improvements and changes. This may include requesting reprogrammed exception reports from NITC and coordinating action to eliminate errors.

Provide a current point of contact for all NFA matters to the EFD Real Property Inventory person.

### **MARINE CORPS REPORTING ACTIVITY.**

Provide a current point of contact for NFA matters to the CMC, Code LFL.

Maintain a current file of PR(s) and DR(s).

Monitor capital improvement and disposal actions.

Maintain building use and users within NFA.

Review reports from NFA, e.g., NAVFAC P-164, and take immediate corrective actions whenever errors appear.

Participate in NFA quality improvements initiated by NAVFACENGCOMHQ and the EFDs.

Provide assistance to the EFD as required during the performance of Engineering Evaluations.

Participate in NFA quality improvements initiated by NAVFACENGCOMHQ and directed by CMC.

Review PRs during "Continuous Inspections" (Engineering Evaluation, Annual Inspections, etc.) by visually inspecting each facility and comparing it with the data recorded on the PR. Corrections are to be made as necessary. See NAVFAC MO 322.

## **ENGINEERING FIELD DIVISION (EFD)**

- Support IMCs in updating NFA
- Train and certify users in NFA
- Assist in formulating NFA policy and procedure
- Perform Engineering Evaluations when funded
- Field NFA questions from the users
- Act as technical authority and advisor
- Monitor facility transfers and reassignments for IMCs
- Breakdown MILCON project costs for loading into NFA reporting
- Coordinate land records with Real Estate
- Update Activity information
- Update Shore Facilities Planning
- Cultural Resources has overall responsibility for DEs 410, 412, 413, 414, and 415
- Family/Bachelor Housing has overall responsibility for DEs 801-830

## **NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS (NAVFACENGCOMHQ)**

- Act as NFA Program Manager.
- Establish data elements necessary to satisfy information requirements of OSD, OPNAV, GSA, CMC and other system users. Provide the necessary guidance to the EFDs. This is accomplished by updating this manual as needed.
- Provide special NFA reports as required.
- Initiate NFA system changes.

## **NAVFAC INFORMATION TECHNOLOGY CENTER (NITC)**

As directed by NAVFACENGCOMHQ, provide computer programming and processing required to maintain NFA and NSI, and to produce specified reports and queries available through NSI Reports. Reports and queries include, but are not limited to, the following:

- End-of-month reports, to include transaction ledgers, property records, user audit queries, indices, and data element summary queries.
- Annual publications and reports, to include the NAVFAC P-164, P-319 Where Used (Detail and Summary), GSA, Cost By Land Type, Ingrant/Outgrant Report, BFCL, FMRRs, P-72 file report, and STMPS download.

Assist NAVFACENGCOMHQ in determining the cause of errors appearing on computer-generated reports. Correct any errors that are the result of software or hardware problems.

Review proposals forwarded by NAVFACENGCOMHQ for modifications and enhancements to NFA and NSI. Provide analysis regarding programming effort and costs.

Provide technical support and training to NAVFACENGCOMHQ, IMCs, CMC, EFDs and Activity users.

## **COMMANDANT OF THE MARINE CORPS (CMC)**

Administer the real property management program within the Marine Corps.

Provide a point of contact for NFA.

Provide direction, oversight, and training to Marine Corps activities for participation in NFA.

Evaluate and coordinate Marine Corps requirements for reports and program enhancements in order to develop an efficient system to support real property utilization, facilities planning, and report composites. Coordinate requirements with NITC and NAVFACENGCOMHQ as appropriate.

Review and initiate reports extracted from NFA for accuracy and initiate corrective action as necessary.

Review and approve all deletions and changes within all of the Marine Corps "special area" assignments, to ensure compatibility with NFA records. Ensure that "special area" designations are added, deleted, or changed in conjunction with the appropriate changes to the affected property records and Facility Planning Documents (FPDs).

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## Chapter 3 PROCEDURES

This chapter provides detailed procedures for the reporting of specific types of real property transactions to NFA. The chapter also provides guidance and procedures for actions that are common to the reporting of all types of real property transactions.

### **New Construction and Capital Improvements --Other Than MCON**

#### **General procedures**

#### **3.1.A. Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity**

Create new PR(s) in NFA within 30 days of BOD. If additional costs become known after the PR is created, update the PR indicating cost change and document number.

#### **3.1.B. NITC**

Post end end-of of-month transaction ledgers via NSI.

### **New Construction and Capital Improvement--MCON.**

The following procedures are for MCON funded projects only at BOD.

#### **General procedures:**

#### **3.1.C. Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity.**

Within 30 days of activity's first use of new or extended facility (i.e., BOD), request financial information from EFD Real Property Inventory Person for creating a new property record and for updating existing facilities that are extended as part of a MCON project, e.g., utilities or roads.

#### **3.1.D. EFD Real Property Inventory Person.**

Performs the following actions:

Request from EFD Design Division (or equivalent), the Real Property Item Estimate (See example below.) provides an estimated cost for each real property item to be built or extended under a MCON Project. It is used to prorate total project costs to the applicable PR(s) at BOD and financial completion.

Request from EFD Finance/Accounting Division (or equivalent) financial information to include MCON project number, contract numbers, and costs (including SIOH).

Prorate total project costs using the Real Property Item Estimate with the financial information provided by EFD Finance/Accounting. Provide EFD Finance/Accounting and Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity with prorated costs and proration factors by PR number.

**3.1.E. Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity.**

Create new PR(s) and/or update existing PR(s) in NFA.

**3.1.F. EFD Finance/Accounting.**

Generate a NCF 621 for each Fund ID associated with the MCON project. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.

**3.1.G. NITC.**

Post end-of-month transaction ledgers via NSI.

**3.1.H. EFD Finance/Accounting.**

Upon financial completion (by Fund ID), prorate additional costs that were not previously transferred to user by PR number(s), and provide them to the Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity and appropriate PAA, along with NCF 621. Use the proration factors provided in step B3 above.

**3.1.I. Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity.**

Update the existing PR(s) in NFA. Use Fund IDs as cost reference document numbers.

**3.1.J. NITC.**

Post end-of-month transaction ledgers via NSI.

**DISPOSALS.**

There are 15 types of disposal methods, as described below. Disposal records (DRs) remain in NFA until the end of the current fiscal year.

| <b><u>CODE</u></b> | <b><u>METHOD</u></b>   |
|--------------------|--|
| 1                  | Reassignment to Other Naval Activity                                 |
| 2                  | Transfer to Army   |
| 3                  | Transfer to Air Force  |
| 4                  | Transfer to GSA (NOT to be confused with EXCESSED to GSA)            |
| 5                  | Transfer to Other Federal, State, County or City Government Agencies |
| 6                  | Sale (cash)  |



- 7 Exchange
- 8 Donation
- 9 Demolition
- A Termination of Lease
- B Loss by Inventory
- C Consolidation
- D Loss by Disaster
- E Secured in Place and Surveyed
- F Property Record Number Change or Correction
- G Turned over to Public Private Venture (PPV) initiative

**General procedures:**

**3.1.K. Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity.**

Upon completion of demolition, dispose of the existing PR for each facility to include the disposal date, disposal method, and contract number in NFA. If access not available, mark-up the PR and forward to the EFD Real Property Inventory person within 30 days.

**3.1.L. NITC.**

Post end-of-month transaction ledgers via NSI.

**INGRANTS**

**3.1.M. Ingrants, New.**

An ingrant is a contract or agreement (such as lease, license, or permit) conveying real property use to the Navy, usually for a specified consideration (rent or other remuneration). Only ingrants with terms of one year or more shall be entered into NFA.

**General procedures:**

EFD Real Estate Division. Upon execution of an ingrant, complete an APR and provide it to Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity or appropriate person responsible for entering data into NFA within 30 days.

Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity. Upon receipt of the information from the EFD Real Estate Division, create new PR(s) in NFA.

NITC. Post end-of-month transaction ledgers via NSI.

### **3.1.N. Ingrants, Renewals**

#### **General procedures:**

EFD Real Estate Division. Upon renewal of an ingrant, provide updated contractual data to Regional Commander / Commanding Officer Stand-Alone Activity or appropriate person responsible for entering data into NFA within 30 days.

Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity. Upon receipt of the contractual information from the EFD Real Estate Division, update PR(s) in NFA.

NITC. Post end-of-month transaction ledgers via NSI.

### **3.1.O. Ingrant Terminations**

#### **General procedures:**

EFD Real Estate Division. Upon termination of an ingrant, provide termination data to Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity or appropriate person responsible for entering data into NFA within 30 days.

Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity. Dispose of the PR(s) in NFA.

NITC. Post end-of-month transaction ledgers via NSI.

## **OUTGRANTS**

### **3.1.P. Outgrants, New.**

An outgrant is a contract or agreement (easement, lease, license, permit, or use agreement) conveying the use of Department of Navy real property to either a government agency or private concern, usually for a specified consideration (rent or other remuneration). Outgrants with a term of more than one year are to be included in NFA. The following is a sample outgrant record:

## CLASS 1 AND 2 OUTGRANT

(004)REPORTING UIC \_\_\_\_\_ (005) FACILITY NO \_\_\_\_\_  
ACTIVITY NAME \_\_\_\_\_ (106) SPEC AREA \_\_\_\_\_  
(001)PR NO \_\_\_\_\_ (222)OUTGRANT ID \_\_\_\_\_

### CONTRACTUAL DATA

(215) OUTGRANTEE NAME \_\_\_\_\_  
(231) MAXIMUM TERM \_\_\_\_\_  
(217) EFD/ORIG CONTRACT NO \_\_\_\_\_  
(229) EFFECTIVE DATE \_\_\_\_\_  
(214) OUTGRANT CONTRACT NO \_\_\_\_\_  
(230) EXPIRATION DATE \_\_\_\_\_  
(224) TYPE INSTRUMENT \_\_\_\_\_  
(205) APS/EST \_\_\_\_\_  
(216) OUTGRANTEE TYPE \_\_\_\_\_  
(206) APS/EST DATE \_\_\_\_\_  
(226) REFERENCE OR \_\_\_\_\_  
(225) RENT RECEIVED\$ \_\_\_\_\_  
(237) OUTGRANT RENT RECEIVED \_\_\_\_\_

#### General procedures:

EFD Real Estate Division. Upon execution of an outgrant, provide contractual data to Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity or appropriate person responsible for entering data into NFA within 30 days.

Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity. Upon receipt of the information from the EFD Real Estate Division, add Outgrant Record(s) and adjust status/utilization data on related PR in NFA.

NITC. Post end-of-month transaction ledgers via NSI.

### 3.1.Q. Outgrants, Renewal.

#### General procedures:

EFD Real Estate Division. Upon renewal of an outgrant, provide updated contractual data to Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity or appropriate person responsible for entering data into NFA within 30 days.

Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity. Upon receipt of the contractual information from the EFD Real Estate Division, update PR(s) in NFA.

NITC. Post end-of-month transaction ledgers via NSI.

### **3.1.R. Outgrants, Termination.**

#### **General procedures:**

EFD Real Estate Division. Upon termination of an outgrant, provide termination data to Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity or appropriate person responsible for entering data into NFA within 30 days.

Regional Commander / Commanding Officer Stand-Alone Activities / Marine Corps Activity. Dispose of the PR(s) in NFA.

NITC. Post end-of-month transaction ledgers via NSI.

### **FACILITIES FOUND BY INSPECTION**

Occasionally, a facility is found during the inspection process that is not recorded in NFA. The facility shall then be recorded in NFA, and every effort shall be made to identify the method of acquisition and government cost from available sources in this event.

#### **General procedures:**

Owned facility - determine how the facility was built (i.e., self-help, job order(s), station contract, or MCON). Create a PR in NFA within 30 days using the appropriate estate code. If method of acquisition cannot be determined, use estate code 1B (gain by inventory) and date of discovery for the acquisition date. If cost records cannot be found, record an estimated cost on PR.

Ingranted facility - contact EFD Real Estate Division for ingrant development/ execution and process new PR in NFA within 30 days.

NITC. Post end-of-month transaction ledgers via NSI.

### **PURCHASES/CONDEMNATIONS OF LAND**

#### **3.1.S. Purchases/Condemnations of Land--MCON Funds**

#### **General procedures:**

EFD Real Estate Division. Upon execution of a deed or filing of a Declaration of Taking, provide the capitalized and expense costs to EFD Finance/Accounting (see NAVCOMPT Manual, Volume 3, Chapter 6 and FMR, Volume 4, Chapter 6).

EFD Finance/Accounting. Generate a NCF 621 and cite on the NCF 621. Provide a copy to EFD Real Estate Division.

EFD Real Estate Division. Create new PR in NFA with the NCF 621 number as the cost reference document number within 30 days.

NITC. Post end-of-month transaction ledgers via NSI.

### **3.1.T. Purchase/Condemnation of Land--Other Than MCON Funds.**

#### **General procedures:**

EFD Real Estate Division. Upon execution of a deed or filing of a Declaration of Taking, create new PR in NFA within 30 days. Enter only those costs to be capitalized (see NAVCOMPT Manual, Volume 3, Chapter 6 and FMR, Volume 4, Chapter 6).

NITC. Post end-of-month transaction ledgers via NSI.

## **DONATIONS**

### **3.1.U. Donations--Land.**

#### **General procedures:**

EFD Real Estate Division. Upon execution of a donation agreement, create a new PR in NFA within 30 days with an appraised or estimated value entered as the government cost and the date of donation as the acquisition date.

NITC. Post end-of-month transaction ledgers via NSI.

### **3.1.V. Donations--Buildings/Structures.**

#### **General procedures:**

EFD Real Estate Division. Upon execution of a donation agreement, pass copy of agreement, along with an appraised or estimated value entered as the government cost and the date of donation as the acquisition date, to Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity within 30 days.

Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity. Create a new PR in NFA within 30 days with an appraised or estimated value entered as the government cost, and the date of donation as the acquisition date.

NITC. Post end-of-month transaction ledgers via NSI.

## **EXCHANGES OF PROPERTY.**

These actions normally involve the exchange of land parcels between the Department of the Navy and city/county/state/local governments. There may be buildings and/or structures located on the land parcels involved.

#### **General procedures:**

EFD Real Estate Division. Upon execution of an exchange agreement for land, dispose of the applicable PR, or perform a PR split-out (see Paragraph 3.16) if appropriate in NFA. Create a new PR in NFA within 30 days.

Regional Commander / Commanding Officer Stand-Alone Activity / Marine Corps Activity. If Navy buildings and/or structures are involved in the exchange, dispose of the applicable PR(s) from NFA. If buildings and/or structures exist on the newly exchanged parcel of land and they are to be retained for Navy use, create PR(s) in NFA.

NITC. Post end-of-month transaction ledgers via NSI.

## **REASSIGNMENTS**

A reassignment involves the change in custody of real property from one of the following:

Navy major claimant to a Navy major claimant

Marine Corps activity to a Marine Corps activity

Navy major claimant to Marine Corps activity

Marine Corps activity to a Navy major claimant.

The reassignment letter, initiated by either the losing or the gaining Navy claimant(s) / Marine Corps activity(s), must include the names and unit identification codes of both the losing and gaining Navy claimant(s) / Marine Corps activity(s), and must be approved by the gaining and losing entities. Address it to the EFD, via the chains of command. The letter must identify the property and facilities to be reassigned, justification for the reassignment, financial information pertaining to the reassigned asset, and a map.

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NOTE: The actual mailing of the financial documents will be executed by the losing Navy claimant(s) / Marine Corps activity(s) after the reassignment has been approved or prior to vacating the installation.

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After screening the reassignment for conformance to planning requirements, the EFD, which acts as coordinator between the Major Claimant(s) / Marine Corps activity(s), executes the change of ownership following the procedures below. The following procedures begin after the Navy major claimant(s) and/or Headquarters Marine Corps, Code LFL approve a reassignment action.

### **3.1.W. General Navy procedures:**

EFD Real Property Inventory person. (for Class 2 reassignments). After receiving approved reassignment package from Regional Commander / Commanding Officer Stand-Alone Activity, verify current PR number(s) with losing Navy claimant(s) / Marine Corps activity(s). Obtain new PR number(s), facility status/utilization data from gaining Regional Commander / Commanding Officer Stand-Alone Activity. Process reassignment action and status/utilization changes to NFA.

EFD Real Estate Division. (for Class 1 reassignments). After receiving approved reassignment package from the Regional Commander / Commanding Officer Stand-Alone Activity, verify current PR number(s) with losing Navy claimant(s) / Marine Corps activity(s). Obtain new PR number(s), facility status/utilization data from gaining Regional Commander / Commanding Officer Stand-Alone Activity. Process reassignment action and status/utilization changes to NFA.

NITC. Post end-of-month transaction ledgers via NSI.

**3.1.X. General Marine Corps procedures:**

Receiving Activity. Submit letter to CMC, Code LFL for approval. Process reassignment action and status/utilization changes to NFA. Obtain copy of PR(s) for the facility(s) to be reassigned from losing activity. Establish new PR number(s), facility number(s), special area code(s) (if applicable) and status/utilization data.

NITC. Post end-of-month transaction ledgers via NSI.

**TRANSFERS**

Procedures for initiating and obtaining approvals for transfers are explained in NAVFAC P-73, Real Estate Procedures Manual. The following procedures are NFA actions:

**3.1.Y. Transfer In.**

Applies to a real estate action involving the change in custody of real property from another military department, the Coast Guard, or other Federal department or agency to the Department of the Navy.

**General procedures:**

**EFD Real Estate Division.** Upon receipt of the appropriate transfer document (i.e., DD Form 1354 Transfer & Acceptance of Military Real Property), the following procedures apply:

Class 1

Obtain new PR number(s) and status/utilization data from the gaining Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity.

Create PR(s) in NFA within 30 days and retain a copy of DD Form 1354.

Forward the signed DD Form 1354 to the gaining Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity.

Class 2

Forward the signed DD Form 1354 to the gaining Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity

Regional Commander/Commanding Office Stand-Alone Activity/Marine Corps Activity (for Class 2 transfer in). Create PR(s) in NFA within 30 days.

NITC. Post end-of-month transaction ledgers via NSI.

**3.1.Z. Transfer Out.**

Applies to a real estate action involving the change in custody and control of real property from the Department of the Navy to another military department, the Coast Guard, or other Federal department or agency.

## **General procedures:**

**EFD Real Estate Division.** Upon completion of DD Form 1354 Transfer & Acceptance of Military Real Property, the following procedures apply:

### Class 1

Dispose PR from NFA within 30 days.

### Class 2

Forward the signed DD Form 1354 to the gaining Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity.

Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity. Dispose Class 2 PR(s) from NFA within 30 days.

NITC. Post end-of-month transaction ledgers via NSI.

## **SPECIAL AREA ADDITIONS/DELETIONS**

Special areas (SAs) are designated by Regional Commander / Commanding Officer Stand-Alone Activity, or CMC. EFDs create SAs in NFA. SAs identify sites that are remote from, contiguous to, or located within the activity and are identified for functional, operational or administrative reasons. Special areas should be deleted from PR(s) when they no longer serve any useful function but ***shall not*** be deleted from the MAGIC database until the end of the fiscal year when they no longer appear on any PR(s) or in the SFPS.

### **3.1.AA. General Navy procedures:**

Regional Commander/Commanding Officer Stand-Alone Activity. Request addition/deletion of SA to the EFD Real Property Inventory person. Request for SA addition shall include the Special Area Designator and Special Area Name, Special Area Locator name, County, City, and State.

EFD Real Property Inventory person. When approved for addition, add SA to NFA, then add SA to affected PR(s) within 30 days. When approved for deletion, delete SA from all PR(s) within 30 days. Do not delete the SA from NFA until end of fiscal year. If disapproved, notify Regional Commander / Commanding Officer Stand-Alone Activity by letter stating the reason for the disapproval within 30 days.

NITC. Post end-of-month transaction ledgers via NSI.

### **3.1.BB. General Marine Corps procedures:**

Activity. Process special area changes in accordance with MCO 11000.12. Update PR(s) in NFA.

NITC. Post end-of-month transaction ledgers via NSI.



## **CONSOLIDATION OF PROPERTY RECORDS**

A consolidation is an action to adjust similar PRs for the same facility.

### **3.1.CC. General procedures:**

Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity.

Class 1 - Provide information to EFD Real Estate Division within 30 days.

Class 2 - Report applicable consolidated facility information on one PR and dispose of the other(s) in NFA within 30 days. Ensure all cost data is included on the consolidated PR.

EFD Real Estate Division. Report consolidation and dispose of duplicate PR(s) within 30 days.

NITC. Post end-of-month transaction ledgers via NSI.

## **REPORTS OF EXCESS (SF 118)**

Properties reported as excess are flagged in NFA so that information concerning these facilities can be compiled into reports to OSD, OPNAV, HQMC and others.

### **3.1.DD. General procedures:**

Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity. Determine whether the proposed excesses are in conformance with the Shore Facilities Planning System and the Regional Shore Infrastructure Plan (RSIP). Forward completed Report of Excess to EFD Real Estate Division via major claimant in accordance with NAVFAC P-73, Real Estate Procedures Manual. Enter excess action code 1, "Declaration of Excess" in DE 604 and the date from the SF 118 or the cover letter in DE 605 to applicable PR in NFA within 30 days.

EFD Real Estate Division. Process Report of Excess within 30 days and enter approval excess action code and date on the approval letter in the NFA for Class 1. Send letter to Regional Commander/Commanding Officer Stand-Alone Activity/ Marine Corps Activity.

Regional Commander/Commanding Officer Stand-Alone Activity/Marine Corps Activity: Update Class 2 PR(s) in NFA for the following actions:

Enter excess action Code 2, "Excessed to GSA" in DE 604 and the "Excess Date" in DE 605 on the PR for facilities reported to GSA as excess.

Enter excess action Code 3, "Approved for Disposal" in DE 604 and the "Approve for Disposal Date" in DE 605 for facilities approved for disposal.

NITC. Post end-of-month transaction ledgers via NSI.

## **FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS**

Per CNO message 211534Z Jan 00 – effective immediately reports required under the missing, lost, stolen, recovered (MLSR) program are eliminated for other than high risk arms, ammunition, and explosives and classified material.

## **RELOCATABLE BUILDINGS**

Navy and Marine Corps activities use relocatable buildings. OPNAVINST 11010.33 (latest version) and MCO P1000.12 provide procedures for the authorization, acquisition, use, and disposition of these buildings. If a relocatable building was acquired with military or minor construction funds it must be reported in NFA.

## **REPAIR PROJECTS**

Projects for the repair of existing facilities will normally not require any change to NFA other than possible deletion of deficiency codes. Deletions of deficiency codes should be processed in the same manner as other status/utilization data changes (see Paragraph 3.16). Remember that costs\* associated with the repair, maintenance, or rearrangement of facilities are not to be reported in NFA. Please see APPENDIX C of this publication for further guidance.

\*Recent accounting changes now allow for repair money to be used for capital improvements under the following conditions: (as extracted from the DoD Financial Management Regulation, Volume 4, Chapter 6 as of August 2000)

“Generally, PP&E personal and real property repair costs shall be expensed. When repair is by replacement, the repair may be expensed, or it may be capitalized. When repairing a real property facility, the components of the facility may be repaired by replacement, and the replacement can involve upgrading to current building standards and codes. Such replacements (repairs) may or may not be an improvement for accounting purposes. Crucial to the determination of whether a replacement is a repair or an improvement is the intent behind the replacement. Repair by replacement that is expensed, occurs when a facility or facility component has failed, is in the incipient stages of failing or is no longer performing the functions for which it was designated. Replacements falling into this category shall be expensed. If the replacement was undertaken to improve or expand the efficiency of an asset that was in good working order, then the replacement is an improvement. A roof or a heating and air conditioning system that is replaced due to the failing of the existing asset shall be classified as a repair and shall be expensed, even if the replacement incorporated a better quality and longer life shingle or a more efficient heating and air conditioning unit. Repair by replacement does not include rebuilding entire structures within the same physical area (footprint).”

## **Procedures For Assignment, Approval And Application Of Permanent Facility Numbers For Buildings, Structures, and Utilities.**

### **3.1.EE. Type of Facilities Requiring Numbers.**

All Navy-owned buildings regardless of type of construction or size shall be assigned a permanent facility number by the Regional Commander/Commanding Officer Stand-Alone Activities or Marine Corps Activities. Identification will be accomplished by affixing a number and/or letter directly to the building in accordance with NAVCOMPT Manual, Volume 3, Chapter 6.

Structures that are of sufficient size or prominence to be shown on a general development map will be assigned a permanent facility number. A partial list of structures which should be assigned a permanent facility number would include: dry-docks, marine railways, wharves, piers, pumping plants, power substations, flag poles, antenna towers, bridges, track scales, etc. Structures which normally are not assigned a permanent facility number include: airfield runways, taxiways and aprons, parking areas, open storage areas, roads, streets, walks, fences, utility distribution poles, transformer vaults, railroad tracks, crane tracks, and small appurtenances constituting a portion of a building or other structure, such as small fuel tanks.

Assignment of facility numbers to utility systems is optional.

Assignment of facility numbers to ingraned facilities is not required but may be considered on a case by case basis.

### **3.1.FF. Use of Names and Other Designation.**

The naming of a facility, as authorized by SECNAVINST 5030.2 (latest edition) and OPNAVINST 5030.12 (latest edition) or the use of a local designation, such as Berth No. 6, or Warehouse No. 3, shall not be a substitute for the permanent identification number.

### **3.1.GG. Maximum Size of Identification Number.**

To facilitate recording and processing by automatic data processing equipment, the sum of all digits, hyphens, and letters (including spaces) in an identification number shall not be more than seven.

### **3.1.HH. Permanency of Numbers.**

The approved facility identification number shall be permanently assigned and shall not be changed, without prior approval by the cognizant Regional Commander/Commanding Officer Stand-Alone Activities or Marine Corps Activities. The identification number of a building or structure that has been totally destroyed, demolished, or otherwise disposed of may not be reassigned to any other building or structure at the activity for a period of at least five years. If a building or structure is moved from one location to another within the boundaries of the same activity, its identification number shall remain the same. However, if two or more buildings are combined to make one building, then the number assigned to one building should be assigned as the number for the combination, and the unused number canceled and not reassigned.

If a building or structure is moved to another activity, it shall be assigned a new number in consonance with the numbering system at the new activity and its former number shall be canceled. To ensure that adequate numbers will be available for future expansion, blocks of identification numbers should be reserved for various areas of the activity. The blocks reserved

should be sufficient to provide for future construction so that identification numbers will be in consecutive order within each area.

#### **Procedures for Getting a New Data Element Established in NFA.**

To establish a new data element in NFA:

Submit your request to: NAVFAC Base Development Directorate (BDD),  
Assets Manager (this may be accomplished electronically)

Provide as much information as possible according to the data element  
format in Appendix A, including purpose of the data element and in what  
reports this data should appear.

2) NAVFAC BDD will confer with the NFA team on the feasibility of putting this data  
element into the NFA. All potential costs, technical issues, or other matters surrounding  
the development and implementation of the data element will be discussed with the  
requestor.

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## Chapter 4 FORMS AND RECORDS

### General.

This chapter describes the forms required for additions, deletions, or changes to NFA and the computer generated records resulting from these actions.

### Acquisition Property Record (APR), NAVFAC

**FORM 11010/29.** Sample APRs are shown below

#### NAVY FACILITY ASSETS CLASS 2 ACQUISITION PROPERTY RECORD (APR)

|                          |                         |
|--------------------------|-------------------------|
| (004) ACTIVITY UIC _____ | (001) PR NO _____       |
| ACTIVITY NAME _____      | (005) FACILITY NO _____ |
|                          | (106) SPEC AREA _____   |

#### LOCATION

#### GENERAL INFO

|                      |  |
|----------------------|--|
| (101) COUNTRY _____  | (002) RPTG-CLMT-UIC _____              |
|                      | (003) REGIONAL COMMANDER _____         |
|                      | (007) ACTION TYPE _____                |
| (102) STATE _____    | (008) FAMILY HOUSING _____             |
| (103) COUNTY _____   | (011) PR REVIEW DATE _____             |
| (104) CITY _____     | (010) FACILITY NAME _____              |
| (105) MAP GRID _____ | (055) FORMER ACTIVITY UIC _____        |
|                      | (056) FORMER PR NO. _____              |
|                      | (006) FACILITY TYPE _____              |
|                      | (057) Total Facility Requirement _____ |

#### ACQUISITION

#### INGRANT

|                          |                                       |
|--------------------------|---------------------------------------|
| (201) ESTATE CODE _____  | (205) APPR/EST VALUE _____            |
| (202) ACQ CONT NO _____  | (206) APPR/EST DATE _____             |
| (203) ACQ DATE _____     | (211) EFFECTIVE DATE _____            |
| (204) GOVT COST \$ _____ | (212) EXPIRATION DATE _____           |
| (207) LAND CCN _____     | (213) MAXIMUM TERM _____ YEARS        |
| (014) NATO JFAI _____    | (210) REFERENCE PR NO _____           |
|                          | (209) RENT PAID _____                 |
|                          | (208) DOD INSTALLATION _____ (Y or N) |
|                          | (233) EFD/ORIG CONT NO _____          |
|                          | (234) LESSOR NAME _____               |

### MEASUREMENTS

(301) LENGTH \_\_\_\_\_ (302) WIDTH \_\_\_\_\_ (303) HEIGHT \_\_\_\_\_  
(304)/(308) AREA/UM \_\_\_\_\_ (305) STORIES \_\_\_\_\_ (307) IRREGULAR\_\_ (Y or N)

### CONSTRUCTION

(401) YEAR BUILT \_\_\_\_\_ (409) CURR PROJ NO \_\_\_\_\_  
(403) YEAR IMPROVED \_\_\_\_\_ (411) ORIG PROJ NO \_\_\_\_\_  
(404) ABMP CODE \_\_\_\_\_ (402) CONSTRUCTION TYPE \_\_\_\_\_ (P, S or T)  
(410) HERITAGE ASSET \_\_\_\_\_ (410a) NATIONAL REGISTER CATEGORY \_\_\_\_\_  
(410b) NATIONAL REGISTER DETERMINATION \_\_\_\_\_  
(410c) NATIONAL REGISTER DETERMINATION DATE \_\_\_\_\_  
(410d) FAMILY HOUSING RELATIVE HISTORIC SIGNIFICANCE INDICATOR \_\_\_\_\_

### MAINTENANCE

(702) PRI USE CAT CD \_\_\_\_\_ (703) MAINT FUND CODE \_\_\_\_\_  
(701) MAINT RESP \_\_\_\_\_  
(227) COST REF DOCUMENT NUMBERS \_\_\_\_\_

### EXCESS / DISPOSAL

(604) EXCESS ACTION CODE \_\_\_\_\_ (605) EXCESS ACTION DATE \_\_\_\_\_  
(602) DISPOSAL METHOD \_\_\_\_\_ (601) DISPOSAL DATE \_\_\_\_\_  
(606) EFD DISPOSAL CONTRACT \_\_\_\_\_  
(603) GSA DISPOSAL CONTRACT \_\_\_\_\_  
(607) DISP CONSOL PR \_\_\_\_\_

### GENERAL REMARKS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### STATUS / UTILIZATION

(510) USER UIC/OG ID \_\_\_\_\_ (009) EE DATE \_\_\_\_\_  
(502) CATEGORY CODE \_\_\_\_\_ (514) UTILITY COST\$ \_\_\_\_\_  
(501) USE \_\_\_\_\_

| AREA/              | OTHER | NAVALT/ | DEF CODES |
|--------------------|-------|---------|-----------|
| (515) ADEQ         | (516) | (517)   | (524)     |
| (518) SUBST        | (519) | (520)   | (525)     |
| (521) INADQ        | (522) | (523)   | (526)     |
| <b>TOTAL</b> _____ |       |         |           |

**NAVY FACILITY ASSETS  
CLASS 1 ACQUISITION PROPERTY RECORD**

(004) ACTIVITY UIC \_\_\_\_\_ (001) PR NO \_\_\_\_\_  
 ACTIVITY NAME \_\_\_\_\_ (106) SPEC AREA \_\_\_\_\_

**LOCATION**

**GENERAL INFO**

|                               |                                |
|-------------------------------|--------------------------------|
| (101) COUNTRY _____           | (007) ACTION _____             |
| (102) STATE _____             | (008) FAMILY HOUSING _____     |
| (103) COUNTY _____            | (011) PR REVIEW DATE _____     |
| (104) CITY _____              | (010) FACILITY NAME _____      |
| (002) RPTG CLAIMANT UIC _____ | (003) REGIONAL COMMANDER _____ |
| (055) FORMER UIC _____        | (056) FORMER PR NO. _____      |

**ACQUISITION**

**INGRANT**

|                          |                                       |
|--------------------------|---------------------------------------|
| (201) ESTATE CODE _____  | (205) APPR/EST VALUE _____            |
| (202) ACQ CONT NO _____  | (206) APPR/EST DATE _____             |
| (203) ACQ DATE _____     | (211) EFFECTIVE DATE _____            |
| (204) GOVT COST \$ _____ | (212) EXPIRATION DATE _____           |
| (207) LAND CCN _____     | (213) MAXIMUM TERM _____ YEARS        |
| (014) NATO JFAI _____    | (210) REFERENCE PR NO _____           |
|                          | (209) RENT PAID _____                 |
|                          | (208) DOD INSTALLATION _____ (Y or N) |
|                          | (233) EFD/ORIG CONT NO _____          |
|                          | (234) LESSOR NAME _____               |

(227) COST REFERENCE DOCUMENT NUMBERS \_\_\_\_\_

**EXCESS / DISPOSAL**

|                                   |                                |
|-----------------------------------|--------------------------------|
| (604) EXCESS ACTION CODE _____    | (605) EXCESS ACTION DATE _____ |
| (602) DISPOSAL METHOL _____       | (601) DISPOSAL DATE _____      |
| (606) EFD DISPOSAL CONTRACT _____ |                                |
| (603) GSA DISPOSAL CONTRACT _____ |                                |
| (607) DISP CONSOL PR _____        |                                |

**GENERAL REMARKS**

\_\_\_\_\_  
 \_\_\_\_\_

## MEASUREMENTS

### ENGLISH

(351) IMPROVED ACRES \_\_\_\_\_ (352) SEMI-IMPROVED ACRES \_\_\_\_\_  
(352) UNIMPROVED ACRES \_\_\_\_\_ (354) OTHER ACRES \_\_\_\_\_  
(353) TOTAL ACRES \_\_\_\_\_

### METRIC

(351) IMPROVED HECTARES \_\_\_\_\_ (352) SEMI-IMPROVED HECTARES \_\_\_\_\_  
(353) UNIMPROVED ACRES \_\_\_\_\_ (354) OTHER ACRES \_\_\_\_\_  
(355) TOTAL ACRES \_\_\_\_\_

### ENGLISH REAL ESTATE MEASUREMENTS

(902) FLOOD PLAINS - 100 YR W/WAVE ACTION ACRES \_\_\_\_\_  
(903) FLOOD PLAINS - 100 YR W/O WAVE ACTION ACRES \_\_\_\_\_  
(904) FLOOD PLAINS - 500 YR W/WAVE ACTION ACRES \_\_\_\_\_  
(905) FLOOD PLAINS - 500 YR W/O WAVE ACTION ACRES \_\_\_\_\_

### METRIC REAL ESTATE MEASUREMENTS

(902) FLOOD PLAINS - 100 YR W/O WAVE ACTION HECTARES \_\_\_\_\_  
(903) FLOOD PLAINS - 500 YR W/WAVE ACTION HECTARES \_\_\_\_\_  
(904) FLOOD PLAINS - 500 YR W/O WAVE ACTION HECTARES \_\_\_\_\_

## REAL ESTATE INFORMATION

### UTILIZATION

| USER(S) | UIC/OG | AREA/ACRES | AREA/HECTARES |
|---------|--------|------------|---------------|
| _____   | _____  | _____      | _____         |
| _____   | _____  | _____      | _____         |



## Data Element Form

### PROPOSED NFA DATA ELEMENT

**NAME:**

**OWNER:**

**REQUIREMENT:**

**DEFINITION:**

**SOURCES OF DATA:**

1. ***NEW RECORDS:***

2. ***CHANGES:***

**CHECKS:**

***MAX. LENGTH:***

***ALPHA/NUMERIC:***

**Outgrant Record (OR)**

A sample Outgrant Record is shown below

**NAVY FACILITY ASSETS DATA BASE  
CLASS 1 AND 2 OUTGRANT**

(004)REPORTING UIC\_\_\_\_\_ (005) FACILITY NO \_\_\_\_\_  
ACTIVITY NAME\_\_\_\_\_ (106) SPEC AREA \_\_\_\_\_  
(001)PR NO \_\_\_\_\_ (222) OUTGRANT ID \_\_\_\_\_

**CONTRACTUAL DATA**

(215) OUTGRANTEE  
NAME \_\_\_\_\_  
(231) MAXIMUM TERM \_\_\_\_\_  
(217) EFD/ORIG CONTRACT NO \_\_\_\_\_  
(229) EFFECTIVE DATE \_\_\_\_\_  
(214) OUTGRANT CONTRACT NO \_\_\_\_\_  
(230) EXPIRATION DATE \_\_\_\_\_  
(224) TYPE INSTRUMENT \_\_\_\_\_  
(205) APS/EST \_\_\_\_\_  
(216) OUTGRANTEE TYPE \_\_\_\_\_  
(206) APS/EST DATE \_\_\_\_\_  
(226) REFERENCE OR \_\_\_\_\_  
(225) RENT RECEIVED\$ \_\_\_\_\_  
(237) OUTGRANT RENT RECEIVED \_\_\_\_\_

## NFA TRANSACTION LEDGER

A sample transaction ledger is shown below

### Transaction Ledger for JULY 2001

**FOREWARD(Read this first)**

| Reporting Activity UIC           |                    | N69214   | NAVAL WEAPONS<br>STATION CHASN |                    |
|----------------------------------|--------------------|----------|--------------------------------|--------------------|
| Plant Property<br>Accounting UIC |                    | N69214   | NAVAL WEAPONS<br>STATION CHASN |                    |
|                                  | Opening<br>Balance | Increase | Decrease                       | Closing<br>Balance |
| <b>Class 1</b>                   | \$ 5,012,997       | \$ 0     | \$ 0                           | \$ 5,012,997       |
| <b>Class 2</b>                   | \$ 489,467,085     | \$ 4,500 | \$ 0                           | \$ 489,471,585     |
| <b>Total</b>                     | \$ 494,480,082     | \$ 4,500 | \$ 0                           | \$ 494,484,582     |

| Property No.           | Special Area | Facility No. | Change Date | Action              | Method | Change Effective Date | Increase | Decrease | Cost Reference Document |
|------------------------|--------------|--------------|-------------|---------------------|--------|-----------------------|----------|----------|-------------------------|
| <a href="#">202398</a> |              | 771          | 16-JUL-01   | CAPITAL IMPROVEMENT |        | 31-JUL-98             | \$ 4,500 |          | NNA250-96-5             |

**JULY 2001 Engineering Field Division N62467 Mission Major Claimant N00060 Activity N69214**

Property Records Changed



[100101](#)



[201342](#)



[201912](#)



[202354](#)



[202354](#)



[202398](#)



[208452](#)



[250016](#)



[250019](#)



[250024](#)

Print this page

### Disposal Record (DR)

A sample Disposal Record is shown below

#### BLDG CLASS 2 DISPOSAL RECORD

TIME: 08:56:48

DATE: 97/01/01

(004) UIC N60259  
NAS MIRAMAR CA

(001) PR NO 280052  
(005) FACILITY NO 1427  
(106) SPECIAL AREA

(604) EXCESS CODE

(605) EXCESS DATE

PR LAST UPDATE 05 MAR 96

(008) FAM HOUSING YES  
(101) COUNTRY US UNITED STATES  
(102) STATE 06 CALIFORNIA  
(103) COUNTY 073 SAN DIEGO  
(104) CITY 2194 NAS MIRAMAR  
(107) MAP GRID B25  
(201) ESTATE 14 N/REASSIGNMENT  
(203) ACQ DATE 01 MAR 69  
(204) GOVT COST \$14,092  
(304/308) AREA/UM 1,487 SF  
(401) YR BUILT 1960  
(601) DISP DATE 26 JAN 96  
(602) DISP METHOD REASSIGN TO OTH NAV  
(603) GSA DISP CONT PWCS DIEGO 201942  
(603) DISP CONTRACT PWCS DIEGO 201942  
(607) CONSOL PR

---

# DATA Elements

## LISTS OF NFA DATA ELEMENTS

### DATA ELEMENT (DE) SERIES

| <u>DE NO.</u> | <u>SERIES TITLE</u>               |
|---------------|-----------------------------------|
| 001-013       | GENERAL INFORMATION               |
| 101-110       | LOCATION                          |
| 201-231       | ACQUISITION AND OUTGRANT          |
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| 902-905       | REAL ESTATE                       |

### GENERAL INFORMATION

| <u>DE NO</u> | <u>NAME</u>                                |
|--------------|--|
| 001          | Property Record Number                     |
| 002          | Reporting Claimant UIC                     |
| 003          | Regional Commander                         |
| 004          | Activity UIC                               |
| 005          | Facility Number                            |
| 006          | Facility Type                              |
| 007          | Action Type Code                           |
| 008          | Family Housing Indicator                   |
| 009          | Engineering Evaluation Date                |
| 010          | Facility Name                              |
| 011          | Property Record Review Date                |
| 012          | Current Plant Value                        |
| 014          | NATO Joint Formal Acceptance<br>Inspection |
| 016          | Replacement Value                          |
| 050          | Audit Trail New Data Value                 |
| 051          | Audit Trail Data Element Name              |
| 052          | Audit Trail Old Data Value                 |

## **GENERAL INFORMATION**

### **DE NO**

053

054

055

056

057

### **NAME**

Audit Trail Data Val Chg Dte

Audit Trail User ID

Former UIC

Former Property Record Number

Total Facility Requirement

## **LOCATION**

### **DE NO**

101

102

103

104

106

107

### **NAME**

Country Code

State Code

County Code

City Code

Special Area Code

Facility Location Map Grid

## **ACQUISITION, OUTGRANT, & INGRANT**

### **DE NO**

201

202

203

204

205

206

207

208

209

210

211

212

213

214

215

216

217

222

224

225

226

227

229

230

231

232

### **NAME**

Estate Code

Acquisition Contract Number

Acquisition Date

Facility Cost To U.S. Government

Ingrant Appraised/Estimated Value

Ingrant Appraisal/Estimate Date

Land Category Code

Ingrant DOD Installation Indicator

Ingrant Rent Paid Indicator

Reference Property Record

Ingrant Effective Date

Ingrant Expiration Date

Maximum Term-Ingrant

Outgrant Contract Number

Outgrantee Name

Outgrantee Type

Outgrantee EFD Orig. Contract Num

Outgrant Reference Outgrant Identifier

Type Of Outgrant Instrument

Rent Received

Reference Outgrant Record

Cost Reference Document Number

Effective Date Outgrant

Expiration Date-Outgrant

Maximum Term-Outgrant

Cost Change Effective Date

## **ACQUISITION, OUTGRANT, & INGRANT**

| <b><u>DE NO</u></b> | <b><u>NAME</u></b>                    |
|---------------------|---------------------------------------|
| 233                 | Ingrant EFD Original Contract         |
| 234                 | Ingrant Lessor Name                   |
| 235                 | Ingrant Appraised/Estimated Indicator |
| 236                 | Ingrant Paid Value                    |
| 237                 | Outgrant Rent Received Indicator      |

## **MEASUREMENTS (CLASS 2 FACILITIES)**

| <b><u>DE NO</u></b> | <b><u>NAME</u></b>            |
|---------------------|-------------------------------|
| 301                 | Length                        |
| 302                 | Width                         |
| 303                 | Height                        |
| 304                 | Area                          |
| 305                 | Number Of Stories             |
| 307                 | Irregular-Shape Facility Code |
| 308                 | Area Unit Of Measure          |
| 351                 | Improved Acres                |
| 352                 | Semi-Improved Acres           |
| 353                 | Unimproved Acres              |
| 354                 | Other Acres                   |
| 355                 | Total Acres                   |

## **CONSTRUCTION**

| <b><u>DE NO</u></b> | <b><u>NAME</u></b>   |
|---------------------|--|
| 401                 | Year Built   |
| 402                 | Construction Type Code                                     |
| 403                 | Year Of Last Capital Improvement                           |
| 404                 | Attic, Basement, Mezzanine,<br>Penthouse Code              |
| 409                 | Project Identifier   |
| 410                 | Heritage Asset   |
| 410a                | National Register Category                                 |
| 410b                | National Register Determination                            |
| 410c                | National Register Determination Date                       |
| 410d                | Family Housing Relative Historic Significance<br>Indicator |
| 411                 | Original Project Number                                    |

## **STATUS/UTILIZATION**

### **DE NO**

### **NAME**

|     |  |
|-----|--|
| 501 | Facility Use                           |
| 502 | Navy Facility Use Category Code        |
| 510 | Activity Identifier Facility User      |
| 511 | Facility Use Change Date               |
| 514 | Utility Cost                           |
| 515 | Quantity Adequate Area Measure         |
| 516 | Quantity Adequate Other Measure        |
| 517 | Quantity Adequate Alternate Measure    |
| 518 | Quantity Substandard Area Measure      |
| 519 | Quantity Substandard Other Measure     |
| 520 | Quantity Substandard Alternate Measure |
| 521 | Quantity Inadequate Area Measure       |
| 522 | Quantity Inadequate Other Measure      |
| 523 | Quantity Inadequate Alternate Measure  |
| 524 | Deficiency Code Adequate Condition     |
| 525 | Deficiency Code Substandard Condition  |
| 526 | Deficiency Code Inadequate Condition   |

## **EXCESS AND DISPOSAL**

### **DE NO**

### **NAME**

|     |                              |
|-----|------------------------------|
| 601 | Disposal Date                |
| 602 | Disposal Method Code         |
| 603 | GSA Disposal Contract Number |
| 604 | Excess Action Code           |
| 605 | Excess Action Date           |
| 606 | Disposal Contract Number     |
| 607 | Consolidated PR Number       |

## **REAL PROPERTY MAINTENANCE**

### **DE NO**

### **NAME**

|     |   |
|-----|---|
| 701 | Activity Identifier Maintenance<br>Responsibility |
| 702 | Primary Use Category Code                         |
| 703 | Maintenance Funding Source Code                   |

## **HOUSING**

### **DE NO**

### **NAME**

|     |  |
|-----|--|
| 801 | BOQ Rooms Under 250 NF With Private Bath         |
| 802 | BOQ Rooms Under 250 NF With Shared Bath          |
| 803 | BOQ Rooms Between 250 With Central Bath          |
| 804 | BOQ Rooms Between 250 & 399 NF With Private Bath |
| 805 | BOQ Rooms Between 250 & 399 NF With Shared Bath  |
| 806 | BOQ Rooms Between 250 & 399 NF With Central Bath |



## **HOUSING**

### **DE NO**

### **NAME**

|     |  |
|-----|--|
| 807 | BOQ Rooms Over 400 NF With Private Bath          |
| 808 | BOQ Rooms Over 400 NF With Shared Bath           |
| 809 | BOQ Rooms Over 400 NF With Central Bath          |
| 810 | BEQ Rooms Under 135 NF With Private Bath         |
| 811 | BEQ Rooms Under 135 NF With Shared Bath          |
| 812 | BEQ Rooms Under 135 NF With Central Bath         |
| 813 | BEQ Rooms Between 135 & 179 NF With Private Bath |
| 814 | BEQ Rooms Between 135 & 179 NF With Shared Bath  |
| 815 | BEQ Rooms Between 135 & 179 NF With Central Bath |
| 816 | BEQ Rooms Between 180 & 249 NF With Private Bath |
| 817 | BEQ Rooms Between 180 & 249 NF With Shared Bath  |
| 818 | BEQ Rooms Between 180 & 249 NF With Central Bath |
| 819 | BEQ Rooms Between 250 & 269 NF With Private Bath |
| 820 | BEQ Rooms Between 250 & 269 NF With Shared Bath  |
| 821 | BEQ Rooms Between 250 & 269 NF With Central Bath |
| 822 | BEQ Rooms Between 270 & 359 NF With Private Bath |
| 823 | BEQ Rooms Between 270 & 359 NF With Shared Bath  |
| 824 | BEQ Rooms Between 270 & 359 NF With Central Bath |
| 825 | BEQ Rooms Over 360 NF With Private Bath          |
| 826 | BEQ Rooms Over 360 NF With Shared Bath           |
| 827 | BEQ Rooms Over 360 NF With Central Bath          |
| 828 | BEQ Open Bay Area                                |
| 829 | Bachelor Quarters Use Code                       |
| 830 | Bachelor Quarters Design Type Code               |

## **REAL ESTATE**

### **DE NO**

### **NAME**

|     |                                   |
|-----|-----------------------------------|
| 902 | Flood Plain 100 Yr W/Wave Acres   |
| 903 | Flood Plain 100 Yr W/O Wave Acres |
| 904 | Flood Plain 500 Yr W/Wave Acres   |
| 905 | Flood Plain 500 Yr W/O Wave Acres |

**\*To be determined**

# DATA ELEMENT DIRECTORY

The following pages provide detailed descriptions of each of the NFA Data Elements. The pages are numbered with the data element number for ease of reference. If the data element description requires more than one page, the additional pages are labeled with the data element number.

The data element description consists of information about the data element:

**Number.** The numeric identifier assigned to each NFA data element. The number is used for identification of a data element on a Property Record (PR), outgrant Record (OR), Disposal Record (DR), and Acquisition Property Record (APR).

**Name.** The standard name established for a data element.

**Definition.** A description of the data element, explaining its use.

**Sources of Data.** This refers a participant to the sources used for acquiring required data.

**Instructions – New Records.** Instructions for reporting data at the initial entry of a property record into NFA.

**Instructions – Changes.** Instructions for reporting changes to an existing property record.

**Checks.** A list of checks that a system participant should make prior to reporting a particular data element on a property record.

**Maximum Length.** The maximum number of characters that can be used for reporting a particular data element on a property record.

**Alpha/Numeric.** An indication of whether the required data is alphabetic, numeric, or a combination of alphabetic and numeric.

## **NFA DATA ELEMENT NO. 001**

**NAME:** PROPERTY RECORD NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721 and Title 31 U.S. Code 1105

**DEFINITION:**

“Property Record Number” is a two-part identification number permanently assigned to a facility. The first part is either a “1” (for Class 1 Property), or a “2” (for Class 2 Property). The second part has five digits in the “00001” through “99999” series (e.g., 100089, 200385). The PR Number is canceled upon disposal of a facility and is never re-used at that UIC.

**SOURCES OF DATA:** Navy Regional Commander / Commanding Officer Stand-Alone Activity and Marine Corps Activity Property Record Number log.

**INSTRUCTIONS:**

**NEW RECORDS:**

Assign Property Record Number for the facility being reported from SOURCE.

**CHANGES:**

Property Record Numbers are not changed except for duplications and consolidations.

**CHECKS:**                      **MAX. LENGTH:** 6                      **ALPHA/NUMERIC:** NUMERIC

Each number must be unique within an Activity UIC. The first digit must be “1” for a land facility (Class 1) and “2” for all other facilities (Class 2).

## **NFA DATA ELEMENT NO. 002**

**NAME:** REPORTING CLAIMANT UIC

**OWNER:** CNO

**REQUIREMENT:** Claimant Consolidation

**DEFINITION:**

“Reporting Claimant UIC” is the designated owner of the real property.

**SOURCES OF DATA:**

1. CNO web site ([www.n4.hq.navy.mil](http://www.n4.hq.navy.mil))
2. Naval Shore Installation ([www.nsi.navfac.navy.mil](http://www.nsi.navfac.navy.mil))
3. CNO, N46
4. Master Activity General Information Control (MAGIC)

**INSTRUCTIONS:**

**New Records:**

Select the Reporting Claimant from sources 1-3.

**Changes:**

Make changes to the Reporting Claimant UIC as appropriate.

**CHECKS:**                    **MAX. LENGTH:** 6                    **ALPHA/NUMERIC:** ALPHA/NUMERIC

UIC must be in the Activity/MAGIC Database

## NFA DATA ELEMENT NO. 003

**NAME:** Regional Commander

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:**

**DEFINITION:**

**SOURCES OF DATA:**

**INSTRUCTIONS:**

New Records:

Changes:

**CHECKS:**    *MAX. LENGTH:*    *ALPHA/NUMERIC:*

## **NFA DATA ELEMENT NO. 004**

**NAME:** UIC

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/FPMR, Part 101-3/DoDInst 4165.14

### **DEFINITION:**

This data element represents the UIC of the Navy shore activity where the real property resides; does not connote ownership. "UIC" for Marine Corps activities denotes ownership

### **SOURCES OF DATA:**

1. NAVCOMPT Manual, Volume 2, Chapter 5.
2. Activity Record Printout (ARP) produced by the Master Activity General Information Control (MAGIC) System.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

From SOURCE, enter UIC.

#### **CHANGES:**

This DE is not changed except for reassignments.

**CHECKS:**            **MAX. LENGTH:** 6    **ALPHA/NUMERIC :** ALPHA/NUMERIC

UIC must be in Activity/MAGIC Database.

## **NFA DATA ELEMENT NO. 005**

**NAME:** FACILITY NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/Title 31 U.S. Code 1105/DoDInst 4165.14

**DEFINITION:**

“Facility Number” identifies a building, structure, or utility in accordance with NAVCOMPT Manual, Volume 3, Chapter 6.

**SOURCES OF DATA:**

Navy Regional Commander / Commanding Officer Stand-Alone Activity and Marine Corps Activity facility number log.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a) Facility numbers for all buildings are required.
- b) Facility numbers for structures and utilities are optional.

**CHANGES:**

- a) Facility numbers are permanently assigned.
- b) Changes are made only to accommodate transfers, reassignments and/or to eliminate duplications.

**CHECKS:**

**MAX. LENGTH:** 7 **ALPHA/NUMERIC:** ALPHA/NUMERIC

- 1. Buildings must have a facility number.
- 2. Spaces and special characters cannot be included between characters of the number, except for dashes.

## NFA DATA ELEMENT NO. 006

**NAME:** FACILITY TYPE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/Title 31 U.S. Code 1105/FPMR, Part 101-3/DoDInst 4165.14/SECNAV 11011.40A

**DEFINITION:**

“Facility Type” is the term indicating land, buildings, structures, and utilities. (See page 006-A.)

**SOURCES OF DATA:**

NAVFAC P-72.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a) Select facility type from SOURCE based on category code.
- b) There can only be one facility type per Property Record. Where a multiple type facility exists, e.g., building and structure or utility and structure, a Property Record must be established for each facility type.

**CHANGES:**

Changes can be made as required.

**CHECKS:** None

**MAX. LENGTH:** 1

**ALPHA/NUMERIC:** NUMERIC



**DEFINITION:**

| <b><u>CODE</u></b> | <b><u>TERM</u></b> | <b><u>DEFINITION</u></b>   |
|--------------------|--------------------|--|
| 1                  | LAND               | A parcel or group of parcels, which either has been acquired by the same method or are ingranted by a single acquisition contract.   |
| 2                  | BUILDING           | Buildings are roofed structures suitable for housing people, materials, and/or equipment and/or provide a degree of protection from the weather.   |
| 3                  | STRUCTURE          | Every Class 2 facility which is not a building, which is not a utility and which is constructed on or in the land.   |
| 4                  | UTILITY            | A system (or components thereof) which generates and/or distributes (via pipelines, wires, cables or electromagnetic waves) a commodity or service and makes that commodity or service available to other facilities in the general area where the utility exists. |

## NFA DATA ELEMENT NO. 007

**NAME:** ACTION TYPE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14

### **DEFINITION:**

“Action Type “ indicates the type of reporting action affecting a facility (i.e., an acquisition, capital improvement, correction, or disposal). (See page 007-A.)

**SOURCES OF DATA:** See instructions

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

Enter Action Type 1 (Acquisition) on NFA “Costs” screen when reporting newly acquired facilities, whether owned or ingranted.

#### **CHANGES:**

- a) Enter Action Type 2 (Capital Improvement) on NFA “Costs” screen when reporting capital improvements only. Construction on an existing facility, specifically an addition, expansion, extension, alteration or conversion of an existing facility including equipment installed in, and made a part of such, facilities and related site preparation, excavation, filling and landscaping. Plus or minus dollar changes to Cost to Government, DE 204, are capital improvements. **No action is taken for repair\*/maintenance costs.** See NAVCOMPT Manual, Volume 3, Chapter 6, Paragraph 036108.\* See FMR Volume 4 Chapter 6 for exceptions.
- b) Enter Action Type 3 (Corrections) on NFA “Costs” screen, when reporting corrections to government cost. When Action Type 3 is entered, Cost ID being corrected must be identified in Correction Reference column.

For Action Type 4 (Disposal) enter information on NFA “Disposal” screen, when reporting demolitions, or disposals by reassignment, transfer, sale or exchange.

**CHECKS:**                      **MAX. LENGTH:** 1                      **ALPHA/NUMERIC:** NUMERIC

Must be codes 1, 2, 3, or 4.

**DEFINITION:**

| <b><u>CODE</u></b> | <b><u>TERM</u></b>   |
|--------------------|----------------------|
| 1.                 | ACQUISITION          |
| 2.                 | CAPITAL Improvements |
| 3.                 | CORRECTION           |
| 4.                 | DISPOSAL             |

## NFA DATA ELEMENT NO. 008

**NAME:** FAMILY HOUSING INDICATOR

**OWNER:** NAVFAC FH

**REQUIREMENT:** NFA/Plan/FH

**DEFINITION:**

“Family Housing Indicator” is a Yes/No designator specifying whether the facility is or is not a family housing unit, or a Class 1 or a Class 2 facility acquired and/or maintained primarily in support of family housing units. (If it is a split facility, it will be “YES” if the major portion of the building is used in support of family housing).

**SOURCES OF DATA:**

Engineering/Design Division of the activity’s Public Works Department or the Public Works Center servicing the activity.

**INSTRUCTIONS:**

**NEW RECORDS:**

Determine from SOURCE whether facility is family housing or for family housing support.

**CHANGES:**

Changes are made based upon whether facility is family housing or in support of the family housing function.

**CHECKS:**      **MAX. LENGTH:** 1      **ALPHA/NUMERIC :** ALPHABETIC

1. Must be “Y” or “N”.
2. Must be “Y” if entry in DE 502 is 710 series category code.
3. Must be “N” if entry in DE 502 is 721 series category code.

# NFA DATA ELEMENT NO. 009

**NAME:** ENGINEERING EVALUATION DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** BOQ/NFA/Plan

**ABBREVIATION:** ENG-EVL-DTE

**DEFINITION:**

“Engineering Evaluation Date” is the date, e.g., 30 SEP 20XX of the most recent engineering evaluation of existing assets performed by field inspection of a particular facility at a shore activity.

**SOURCES OF DATA:**

1. EFD for Navy
2. Activity public works or facilities engineering organization for Marine Corps activities.

**INSTRUCTIONS:**

**NEW RECORDS:**

Not applicable to new acquisitions.

**CHANGES:**

Changes to be made by the appropriate EFD for Navy and Activity public works or facilities engineering organization for Marine Corps activities.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

1. Entry cannot be subsequent to current date.
2. The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 010

**NAME:** FACILITY NAME

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**ABBREVIATION:** FTY-NME

### **DEFINITION:**

“Facility Name” is a name assigned to a facility. Facility Name is usually one of the following: a name originated and used locally, or a name approved in accordance with OPNAVINST 5030.12 (current issue). Housing street address is acceptable.

### **SOURCES OF DATA:**

1. Activity assigned name used locally.
2. OPNAVINST 5030.12 permitting the naming of facilities.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

From SOURCE, determine the facility name.

#### **CHANGES:**

Changes can be made at activity or EFD’s option.

**CHECKS:** None      **MAX. LENGTH:** 28      **ALPHA/NUMERIC:** ALPHA/NUMERIC

## **NFA DATA ELEMENT NO. 011**

**NAME:** PROPERTY RECORD REVIEW DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** BOQ/NFA/Plan

**DEFINITION:**

“Property Record (PR) Review Date” is the date, e.g., 30 SEP 20XX, the PR was last reviewed.

**SOURCES OF DATA:**

An on-site inspection of facilities by any party representing the activity.

**INSTRUCTIONS:**

**NEW RECORDS:**

Not required on acquisitions.

**CHANGES:**

Enter the date of the property record review.

**CHECKS:**    **MAX. LENGTH:** 9    **ALPHA/NUMERIC:** DATE

1. The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.
2. Date cannot be subsequent to current date.
3. Maximum length of time is three (3) years for each Property Record Review Date in accordance with FMR Volume 4, Chapter 6.

## NFADB DATA ELEMENT NO. 012

**NAME:** CURRENT PLANT VALUE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/SECNAV 11011.40A

### **DEFINITION:**

“Current Plant Value” is a computer generated dollar estimate used to represent the “Replacement Cost” for a Class 2 Facility (not applicable to Class 1 property). “Replacement Cost” is the cost of replacing a facility at current labor, material and equipment rates.

CPV for a facility is calculated based on the current **Govt. Cost/Appraised Estimated Value** and the applicable **CPV Cost Factor** determined by **Construction Type** (Permanent, Semi-permanent or Temporary) and **Year Built/Appraised Estimated Date**.

The **Cost Transaction Amount** is either an Acquisition or a Capital Improvement cost (in the case of a Permanent facility) or the Appraised Estimate Value (in the case of a Leased facility).

The value of the **CPV Cost Factor** depends on two things:

- 1) Type of Construction (Permanent, Semi-Permanent, or Temporary)
- 2) Year Built (for Acquisitions) or Cost Effective Date (for Capital Improvements) or Appraisal Estimated Date (for Ingranted Temporary facilities)

NAVFAC HQ supplies the CPV Multipliers.

### **SOURCES OF DATA:**

#### **Data Elements:**

- a. 204-Cost to Government
- b. 205-Ingrant Appraised/Estimated Value
- c. 402-Construction Type Code
- d. 401-Year Built
- e. 206-Ingrant Appraised/Estimate Date.

Table of CPV Multipliers as published in the current edition of the Detailed Inventory of Naval Shore Facilities, P-164.

### **INSTRUCTIONS:**

**NEW RECORDS:** Computer generated.

**CHANGES:** Recalculation is triggered by changes to Government Cost.

**CHECKS:**                      **MAX. LENGTH:** 12                      **ALPHA/NUMERIC:** NUMERIC

Required field for all Buildings, Structures and Utilities (DE 006 equal to 2, 3, or 4).



## NFA DATA ELEMENT NO. 014

**NAME:** NATO JOINT FORMAL ACCEPTANCE INSPECTION

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoD Inst. 4165.14/Inspection JFAI

**DEFINITION:**

“NATO Joint Formal Acceptance Inspection” indicates whether a facility has been accepted into the NATO inventory. Formal acceptance shall constitute formal agreement that the facility is physically complete and militarily and technically acceptable.

**SOURCES OF DATA:**

JFAI is obtained from EFD Engineering Evaluation Reports.

**INSTRUCTIONS:**

**NEW RECORDS:**

From SOURCE, determine ‘Y’ of ‘N’ condition.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:** None      ***MAX. LENGTH:*** 1      ***ALPHA/NUMERIC:*** ALPHA

## NFADB DATA ELEMENT NO. 016

**NAME:** REPLACEMENT VALUE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/SECNAV 11011.40A

**DEFINITION:** (PRV in red is from the DoD PRV Working Group)

PRV is the cost to replace an existing facility with a generic facility that can perform the same function(s). The notional replacement facility is generally understood to be the same size and to occupy the same site as the existing facility. The notional replacement facility is also assumed to be constructed to current standards of materials and design. Since each facility has its own theoretical PRV, no facility PRV should contain costs associated with any other facility. Therefore, PRV costs are considered to extend only to the five-foot line surrounding the facility.

This estimate applies to all facilities regardless of funding source and does not include land or leasing costs.

The PRV is calculated at the Use level and is driven by the sum total of assets by Category Code (CCN), the Unit Cost factor for that specific CCN, the Geographic Area Cost Factor based on the location of the property and a SIOH of 1.20. PRV is calculated as follows.

**Quantity of Asset** multiplied by **Unit Cost** multiplied by **Geographic Area Cost Factor** multiplied by **1.2 (SIOH)**

The **Quantity of Asset** is the sum total of assets at the Use/User level.

The **Unit Cost** is the cost value for a specific Use and is “unit of measure” specific. This value is stored in the Category Code Directory and updated at year-end from a spreadsheet provided by NAVFAC HQ.

The **Geographical Area Cost Factor** is a value carried at the Activity UIC level. This value is stored in the NFA and updated at year-end from a spreadsheet provided by NAVFAC HQ.

PRV appears in the NAVFAC Public Works (Assessment) drills, Facility Maintenance Responsibility Report and various budget exhibits.

### **SOURCES OF DATA:**

DOD Industrial Affairs and Installations (IA&I) and Tri Services Cost Estimating group.

### **INSTRUCTIONS:**

**NEW RECORDS:** Computer Generated at year-end..

**CHANGES:** Computer generated at year-end.

**CHECKS:**

***MAX. LENGTH:*** 12

***ALPHA/NUMERIC:*** NUMERIC

Required field for all Buildings, Structures and Utilities (DE 006 equal to 2, 3, or 4).

## NFA DATA ELEMENT NO. 050

**NAME:** AUDIT TRAIL NEW DATA VALUE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Audit Trail New Data Value” is the value of the last change made on the PR(s). This information is not reflected on a PR.

**SOURCES OF DATA:**

It is a computer-generated field, generated when a user changes any data item and it is recorded in NFA audit trail.

**INSTRUCTIONS:** N/A

**CHECKS:** None    **MAX. LENGTH:** 15    **ALPHA/NUMERIC:** ALPHA/NUMERIC

## NFA DATA ELEMENT NO. 051

**NAME:** AUDIT TRAIL DATA ELEMENT NAME

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Audit Trail Data Element Name” is the name of an NFA data element that was changed and stored in NFA audit trail.

**SOURCES OF DATA:**

It is a computer-generated field, generated when a user changes any data item and it is recorded in NFA audit trail.

**INSTRUCTIONS:** N/A

**CHECKS:** None      **MAX. LENGTH:** 15      **ALPHA/NUMERIC:** ALPHA

## NFA DATA ELEMENT NO. 052

**NAME:** AUDIT TRAIL OLD DATA VALUE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Audit Trail Old Data Value” is the value of the data before the change was made on the PR(s).

**SOURCES OF DATA:**

It is a computer-generated field, generated when a user changes any data item and it is recorded in NFA audit trail.

**INSTRUCTIONS:** N/A

**CHECKS:** None    **MAX. LENGTH:** 15    **ALPHA/NUMERIC:** ALPHA/NUMERIC

## NFA DATA ELEMENT NO. 053

**NAME:** AUDIT TRAIL DATA VAL CHG DTE

**OWNER:**

**REQUIREMENT:**

**DEFINITION:**

“Audit Trail Data Value Change Date” is the date the value of an NFA data element was changed.

**SOURCES OF DATA:**

It is a computer-generated field, generated when a user changes any data item and it is recorded in NFA audit trail.

**INSTRUCTIONS:** N/A

**CHECKS:** None      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

1. The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 054

**NAME:** AUDIT TRAIL USER ID

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Audit Trail User Identification” is the user identification of an NFA user who made a change to an NFA data element.

**SOURCES OF DATA:**

The user identification is stored in NFA audit trail. It is a computer-generated field, generated when a user changes any data item and it is recorded in NFA audit trail.

**INSTRUCTIONS:** N/A

**CHECKS:** None    **MAX. LENGTH:** 6    **ALPHA/NUMERIC:** ALPHA/NUMERIC



## NFA DATA ELEMENT NO. 055

**NAME:** FORMER UIC

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Historical Link

**DEFINITION:** This data element represents the previous UIC associated with the facility.

**SOURCES OF DATA:** Computer generated

**INSTRUCTIONS:** N/A

**CHECKS:** None    **MAX. LENGTH:** 6    **ALPHA/NUMERIC:** ALPHA/NUMERIC

## NFA DATA ELEMENT NO. 056

**NAME:** FORMER PR NO

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Historical Link

**DEFINITION:**

**SOURCES OF DATA:** Computer generated

**INSTRUCTIONS:** N/A

**CHECKS:** None    **MAX. LENGTH:** 6    **ALPHA/NUMERIC:** ALPHA/NUMERIC

## **iNFADS DATA ELEMENT NO. 057**

**NAME:** TOTAL FACILITY REQUIREMENT

**DEFINITION:**

"Total Facility Requirement" is a facility-by-facility evaluation showing whether and how a particular facility requires sustainment by the Navy.

**SOURCES OF DATA:**

1. CNO Washington DC 031420Z APR 01
2. NAVFACINST 11010.45, Comprehensive regional Planning Instruction

**INSTRUCTIONS:**

1. ***NEW RECORDS:***

Assign Total Facility Requirement code to all new property records.

2. ***CHANGES:***

Total Facility Requirement codes, when warranted, will be updated to reflect current status.

**CHECKS:**                      ***MAX. LENGTH:*** 1                      ***ALPHA/NUMERIC:*** NUMERIC

1. Total Facility Requirement code must be a 1, 2, 3, or 4

## TFR Applicable Coding

| <u>Code</u> | <u>Name</u>                                       |
|-------------|---|
| 1           | Required to Support Mission                       |
| 2           | Required for Mobilization                         |
| 3           | Not Required, Excess to Navy's Needs              |
| 4           | Required, Pending Implementation of RSIP Solution |

### 4.1.A. TFR Code Explanation

#### **1) Required to Support Mission**

As a part of the RSIP process, the Regions/Stand Alone Activities use the force structure (ships, aircraft, and personnel) provided by the IMC to develop Basic Facilities Requirements (BFR) using the criteria of NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations, or other criteria as appropriate. These facility requirements are compared to existing assets to determine surpluses and deficiencies on a facility category code basis. The RSIP process then requires an analysis that focuses on optimizing the use of existing land, facilities and infrastructure across the region. This analysis includes recommending a variety of facility management methods that are beneficial to the Navy, such as joint use, outsourcing, privatization, and leasing. These recommendations may involve consolidations and relocations of functions from one facility to another for efficiency reasons. They may also include recommendations for Military Construction. One of the end products of the RSIP process will be a plan that addresses the need for each facility, which will be the basis for encoding the TFR in the iNFADS.

When encoding the TFR, if a facility is a single-use facility, and therefore only one function or category code is present, the quantity of existing assets must be supported by the BFR. When a facility is a multi-use type, where a number of different functions or category codes are present, the primary category code (the category code with the greatest number of square feet assigned) must be supported by the BFR. In situations where only a portion of the facility is occupied and the other portion is vacant, the occupied portion must be supported by the BFR and the RSIP must have developed a plan to account for the vacant portion.

## **2) Required for Mobilization**

The RSIP process provides a methodology to plan shore installations and regions in a peacetime environment. Where certain facilities are required to meet a mobilization mission and they exceed peacetime facility requirements, these requirements must be reflected in RSIP.

For TFR encoding purposes, the facilities that are solely required to meet a mobilization mission (i.e. not required to support a peacetime mission) must be indicated as such in the RSIP and coded “Required for Mobilization” in the iNFADS.

## **3) Not Required, Excess to the Navy’s Needs**

This code will indicate facilities that are no longer required to meet the Navy’s mission within the Region/Stand Alone Activity and have been declared “Excess” in the iNFADS. “Excess” facilities were previously defined in the context of being “excess” to the needs of the activity. In today’s world, the term “excess” must be redefined in the context of Regional Planning, i.e. a facility may be “excess” to the needs to an activity but that facility may be required to meet another Navy need within the Region as a whole and therefore not “excess” to the Region. Using this TFR code will indicate that the facility is not required to support any Navy mission within the Region. A “Declaration of Excess” procedure, as described in NAVFAC P-78, Internet, Navy Facility Assets Data Store Procedures Manual, should also be completed for the facility.

## **4) Required, Pending Implementation of RSIP Solution**

This code will be used for those facilities that are required only until a facility solution, as identified in the RSIP, is implemented. For example, a typical RSIP will propose a number of consolidations to provide for efficient facility usage. Many of these consolidations will collocate the same or similar functions within one building, thereby obviating the need for one or more other facilities, which then may become excess to the Navy’s needs. For TFR purposes, these later vacated facilities should be encoded “Required, Pending Implementation of RSIP Solution.” In other words, the RSIP may include a provision for a particular facility to be vacated associated with a consolidation move. This facility is therefore required to meet the Navy’s mission until the consolidation identified in the RSIP actually takes place. In addition, the functions being consolidated must also be supported by a BFR (same as “Required to Support Mission” code). Once the consolidation actually occurs, it may be appropriate to recode the vacated facility as “Not Required, Excess to the Navy’s Needs.”

## NFA DATA ELEMENT NO. 101

**NAME:** COUNTRY CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoD Inst. 4165.14

**DEFINITION:**

“Country Code” is a two-character designator for country, possession, and protectorate. This code designator is applied uniformly to all address group codes.

**SOURCES OF DATA:**

1. GSA “Worldwide Geographical Location Codes” available by Fedstrip or Milstrip (Federal Supply Service Stock No. 7610-926-9078).
2. Knowledge of location in which facility is located.

**INSTRUCTIONS:**

**NEW RECORDS**

Computer generated based on UIC entered.

**CHANGES:**

Changes are a result of adjustments made to the PR(s)

**CHECKS:**    **MAX. LENGTH:** 2                    **ALPHA/NUMERIC:** ALPHABETIC

Must be valid 2-character code from SOURCE 1 or 2.

## NFA DATA ELEMENT NO. 102

**NAME:** STATE CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoD Inst. 4165.14

**DEFINITION:**

“State Code” is the standard U.S. Postal Service abbreviation for the U.S. states, territories, and possessions. (See page 102-A.)

**SOURCES OF DATA:**

1. A reliable map showing state boundaries.
2. Knowledge of state in which facility is located.
3. Page 102-A.
4. GSA “Worldwide Geographical Location Codes”.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Computer generated based on UIC entered.
- b. Special areas are not computer generated and need to reflect the appropriate location.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**

**MAX. LENGTH:** 2

**ALPHA/NUMERIC:** NUMERIC

1. If DE 101 is “U.S.”, facility must have a valid state code (01-56).
2. If DE 101 is not “US”, entry must be “00”.

## NFA DATA ELEMENT NO. 102

### **DEFINITION:** (CONTINUED)

| <b><u>CODE</u></b> | <b><u>STATE</u></b>  | <b><u>CODE</u></b> | <b><u>STATE</u></b> |
|--------------------|----------------------|--------------------|---------------------|
| 01                 | Alabama              | 30                 | Montana             |
| 02                 | Alaska               | 31                 | Nebraska            |
| 04                 | Arizona              | 32                 | Nevada              |
| 05                 | Arkansas             | 33                 | New Hampshire       |
| 06                 | California           | 34                 | New Jersey          |
| 08                 | Colorado             | 35                 | New Mexico          |
| 09                 | Connecticut          | 36                 | New York            |
| 10                 | Delaware             | 37                 | North Carolina      |
| 11                 | District of Columbia | 38                 | North Dakota        |
| 12                 | Florida              | 39                 | Ohio                |
| 13                 | Georgia              | 40                 | Oklahoma            |
| 15                 | Hawaii               | 41                 | Oregon              |
| 16                 | Idaho                | 42                 | Pennsylvania        |
| 17                 | Illinois             | 44                 | Rhode Island        |
| 18                 | Indiana              | 45                 | South Carolina      |
| 19                 | Iowa                 | 46                 | South Dakota        |
| 20                 | Kansas               | 47                 | Tennessee           |
| 21                 | Kentucky             | 48                 | Texas               |
| 22                 | Louisiana            | 49                 | Utah                |
| 23                 | Maine                | 50                 | Vermont             |
| 24                 | Maryland             | 51                 | Virginia            |
| 25                 | Massachusetts        | 53                 | Washington          |
| 26                 | Michigan             | 54                 | West Virginia       |
| 27                 | Minnesota            | 55                 | Wisconsin           |
| 28                 | Mississippi          | 56                 | Wyoming             |
| 29                 | Missouri             |                    |                     |



## NFA DATA ELEMENT NO. 103

**NAME:** COUNTY CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst. 4165.14

**DEFINITION:**

“County Code” is a code representing the first level geopolitical subdivision of a state within the United States, where a facility is located.

**SOURCES OF DATA:**

1. Knowledge of county in which facility is located.
2. Reliable maps showing county boundaries.
3. GSA “Worldwide Geographical Location Codes” available by Fedstrip or Milstrip (Federal Supply Stock No. 7610-926-9078).

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Computer generated based on UIC entered.
- b. Special areas are not computer generated and need to reflect the appropriate location.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

1. If a facility is located in the United States, it must have a valid 3-digit county code.
2. If located in possessions or foreign countries, it must contain 3 zeroes (000).

## NFA DATA ELEMENT NO. 104

**NAME:** CITY CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst. 4165.14

**DEFINITION:**

“City Code” is the code assigned to the city or the city in closest proximity to the facility.

**SOURCES OF DATA:**

1. Knowledge of city in which the facility is located.
2. Reliable maps showing city boundaries.
3. GSA “Worldwide Geographical Location Codes” available by Fedstrip or Milstrip (Federal Supply Service Stock No. 7610-926-9078).

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Computer generated based on UIC entered.
- b. Special areas are not computer generated and need to reflect the appropriate location.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**                      **MAX. LENGTH:** 4                      **ALPHA/NUMERIC:** NUMERIC

City code must exist in GSA Worldwide Geographic Location Code Listing.

## NFA DATA ELEMENT NO. 106

**NAME:** SPECIAL AREA CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

“Special Area Code” is the code assigned to a Geographical Area in which a facility is located. A Special Area may be remote, contiguous to, or located within the activity and is identified for functional, operational or administrative reasons.

### **SOURCES OF DATA:**

1. Navy Regional Commander / Commanding Officer Stand-Alone Activity or CMC Code LFL as appropriate.
2. Master Activity General Information Control System (MAGIC).

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. Determine the Special Area in which the facility is located from SOURCE 2 and enter the appropriate code.
- b. If a new Special Area code is required, request from SOURCE 1.

#### **CHANGES:**

- a. If a Special Area code is to be deleted from PR, process PR change(s).
- b. If a Special area code is to be deleted from MAGIC forward request to EFD. Refer to Paragraph 3.12 for procedures.

**CHECKS:**            **MAX. LENGTH:** 2            **ALPHA/NUMERIC:** ALPHABETIC

Must be a valid code in MAGIC database.

## NFA DATA ELEMENT NO. 107

**NAME:** FACILITY LOCATION MAP GRID

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENTS:** DoDInst 4165.14

**DEFINITION:**

“Facility Location Map Grid “ is the coded location of a reported facility derived from the grid of the General Development or Existing Conditions Map of the activity. The Grid Number is formed at the intersection of the horizontal and vertical coordinates (alpha/numeric indicators) that border the map.

**SOURCES OF DATA:**

The General Development or Existing Conditions Map of the activity.

**INSTRUCTIONS:**

**NEW RECORDS:**

Determine the location of the facility from SOURCE and enter the appropriate map grid number.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 8      **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. All owned buildings must have a map grid number.
2. Structures and ingranated facilities may have a map grid number; owned buildings, with special area designator, may have a map grid number.

# NFA DATA ELEMENT NO. 201

**NAME:** ESTATE CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/Title 31 U.S. Code 1105/FPMR 101-3/DoDInst 4165.14/SECNAV 11011.40A

**DEFINITION:**

“Estate Code” indicates the nature of the Department of Navy’s ownership or interest in a Class 1 or Class 2 facility, and how the facility was acquired. Codes starting with “1” indicate permanent acquisitions; codes starting with “2” indicate temporary acquisitions.(See page 201-A.)

**SOURCES OF DATA:**

Page 201-A.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Determine the acquisition method from SOURCE and enter the appropriate code.
- b. Required field.

**CHANGES:**

No changes are necessary except for corrections.

**CHECKS:**      **MAX LENGTH:** 2      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Must be a valid code from DEFINITION (page 201A).

# NFA DATA ELEMENT NO. 201

## **DEFINITION:** (CONTINUED)

### **ACQUISITIONS, PERMANENT**

#### **CODE METHOD/ABBREVIATION**

- 11 MCON** (Military Construction Navy)
- 1G REASSIGN MCON** ( Reassignment – Military Construction Navy)
- 12 MCNR** (Military Construction, Navy Reserve)
- 1H REASSIGN MCNR** (Reassignment – Military Construction, Navy Reserve)
- 13 OTHER MIL** (Military funding other than MCON/MCNR, to include self help and BRAC)
- 1I REASSIGN OTHER MIL** ( Reassignment – Military funding other than MCON/MCNR, to include self-help and BRAC))
- 14 REASSIGNMENT** (Reassignment from within Navy)
- 15 TRANS USA** (Transfer from Army)
- 1J REASSIGN TRANS USA** (Transfer from Army)
- 16 TRANS USAF** (Transfer from Air Force)
- 1K REASSIGN TRANS USAF** (Reassignment – Transfer from Air Force)
- 17 TRANS OTHER** (Transfer from other Federal Agency)
- 1L REASSIGN OTHER** (Reassignment – Transfer from other Federal Agency)
- 18 PURCHASE** (Purchased by Navy)
- 1M REASSIGN PURCHASE** ( Reassignment – Purchase by Navy)
- 19 DONATION** (Donation to Navy)
- 1N REASSIGN DONATION** (Reassignment – Donation to Navy)
- 1A EXCHANGE** (Exchange to Navy)
- IP REASSIGN EXCHANGE** (Reassignment – Exchange to Navy)
- 1B INVENTORY** (Gain by inventory)
- IQ REASSIGN INVENTORY** (Reassignment – Gain by inventory)
- ID EASEMENT, PERMANENT** (Easements in Perpetuity to Navy)
- 1R REASSIGN EASEMENT, PERMANENT** (Reassignment – Easements in Perpetuity to Navy)
- IF CNDM** (Condemnation by Navy)
- 1S REASSIGN CNDM** (Reassign – Condemnation by Navy)

# NFA DATA ELEMENT NO. 201

## **DEFINITION:** (CONTINUED)

### **ACQUISITIONS, TEMPORARY**

#### **CODE METHOD/ABBREVIATION**

- 2A** NATO Infrastructure (U.S. Navy dedicated use)
- B2** NATO Infrastructure (common use)
- 21** IN LEASE (to Navy)
- 22** LICENSE/PERMIT (From other military department to Navy)
- 23** LICENSE/PERMIT (From nonmilitary U.S. Government
- 24** LICENSE/PERMIT (From other than those coded 22 and 23 to Navy)
- 25** JOINT USE AGREEMENT (to Navy)
- 26** EASEMENT TEMPORARY (Temporary easement to Navy)
- 27** FMRA (Foreign Military Rights Agreement to Navy)
- 28** OTHER (to Navy)
- 2S** CNDM (Condemnation by Navy)

## NFA DATA ELEMENT NO. 202

**NAME:** ACQUISITION CONTRACT NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105

**DEFINITION:**

“Acquisition Contract Number” is the original contract number for the acquisition of a Class 1 or Class 2 facility owned by or ingranted to Department of Navy.

**SOURCES OF DATA:**

1. Contract documents maintained by ROICC and EFD Acquisition Department.
2. Real estate documents maintained by EFD Real Estate Division.
3. Appropriate documents as maintained by the Public Works Department or Public Works Center.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Determine the contract or document number from SOURCES above.
- b. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.
- c. This is a required field.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:** None      **MAX. LENGTH:** 15      **ALPHA/NUMERIC:** ALPHA/NUMERIC



## NFA DATA ELEMENT NO. 203

**NAME:** ACQUISITION DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/Title 31 U.S. Code 1105/FPMR 101-3/DoDInst 4165.14

**DEFINITION:**

“Acquisition Date” is the date facility was assigned to a particular UIC.

**SOURCES OF DATA:**

1. ROICC/EFD contract/project records.
2. Activity job order/project records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military Real Property.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Determine the date from SOURCE as follows:
  - (1) New construction: Beneficial Occupancy Date (BOD)
  - (2) Transfers: Date of signed DD Form 1354
  - (3) Reassignments: Date the final endorsement is signed
- b. Exchange, purchase or lease: Effective date of lease/agreement
- c. Gain by inventory: Date record is added to inventory (if acquisition date is unknown).

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

- . The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 204

**NAME:** FACILITY COST TO U.S. GOVERNMENT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/Title 31 U.S. Code 1105/DoDInst  
4165.14/SECNAV 11011.40A

**DEFINITION:**

“Facility Cost to U.S. Government” indicates the cumulative cost to date of an owned facility as transferred by the Plant Property Accounting Activity into the real property financial records of the activity. Includes acquisition cost plus all reportable capital improvement costs. For facilities acquired by donation, the “Facility Cost to U.S. Government” is the appraised or estimated value at the time of acquisition.

**SOURCES OF DATA:**

Transaction Costs

**INSTRUCTIONS:**

**NEW RECORDS:**

Acquisition cost

**CHANGES:**

This field reflects a cumulative total of all cost changes for a PR

**CHECKS:**      **MAX. LENGTH:** 10      **ALPHA/NUMERIC:** NUMERIC  
Computer generated field

## NFA DATA ELEMENT NO. 205

**NAME:** INGRANT APPRAISED/ESTIMATED VALUE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Ingrant Appraised/Estimated Value” is the current worth in dollars of an ingrated facility, as determined by an appraisal or estimate. When an appraisal is not available or warranted, an estimated value will be used.

**SOURCES OF DATA:**

1. EFD Real Estate Division.
2. Activity representative or EFD for estimates.

**INSTRUCTIONS:**

**NEW RECORDS:**

Determine the appraised or estimated value from SOURCE and enter appropriate amount for facilities, which have been ingrated to ingrantee types, coded 5, 6, or 7 in DE 216.

**CHANGES:**

Updated appraisals/estimates are to be provided by SOURCE at the time of renewal for ingrants.

**CHECKS:**      **MAX. LENGTH:** 9

**ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be numeric.
2. Must be entered if entry in DE 204 is “zero” or spaces.

## NFA DATA ELEMENT NO. 206

**NAME:** INGRANT APPRAISAL/ESTIMATE DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:** “Ingrant Appraisal/Estimate Date” is the date, e.g. 30 SEP 20XX, on which an appraisal or estimate of the current worth of an ingrated facility was made.

**SOURCES OF DATA:**

1. EFD Real Estate Division.
2. Activity public works representative or EFD for estimates.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the date on which the appraised or estimated value, DE 205, was determined.

**CHANGES:**

Enter the date on which the appraised value, DE 205, was updated.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

- . The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

# NFA DATA ELEMENT NO. 207

**NAME:** LAND CATEGORY CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** SECNAV 11011.40A

## **DEFINITION:**

“Land Category Code” is a numeric code to identify the estate of Navy and Marine Corps Class 1 Real Property and how the U.S first acquired that estate. Estate is defined as the degree, nature, extent, and quality of interest or ownership that the U.S. Government has in the property. The first three digits of the code are a DOD standard: they specify the facility class, category group, and basic category; the fourth and fifth digits are added to provide more definitive categorization of the Navy’s facilities.

## **SOURCES OF DATA:**

1. NAVFAC P-72.
2. EFD Real Estate Division documents.
3. Activity’s Real Estate Summary Maps (RESM).

## **INSTRUCTIONS:**

### **NEW RECORDS:**

- a. For Class 1 determine category code appropriate for the type of land.
- b. For Class 2 determine category code for the land on which the facility is built.
- c. If located on more than one type of land, report the category code for the largest area of land occupied by the facility.

### **CHANGES:**

Based upon SOURCE, make corrections as necessary.

**CHECKS:**    **MAX. LENGTH:** 5                      **ALPHA/NUMERIC:** NUMERIC

1. Must be valid land category code (900 series in NAVFAC P-72).
2. This entry is mandatory.

## NFA DATA ELEMENT NO. 208

**NAME:** INGRANT DOD INSTALLATION INDICATOR

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/Title 31 U.S. Code 1105/DoDInst 4165.14/SECNAV 11011.40A

**DEFINITION:**

“DOD Installation Indicator” is a code, which signifies whether or not an ingranted facility or Department of Navy used land is located on, or is a part of, a Department of Defense installation.

**SOURCES OF DATA:**

EFD Real Estate Division.

**INSTRUCTIONS:**

**NEW RECORDS:**

For ingranted facilities, determine if the facility is located on a Department of Defense installation from SOURCE. If located on a DOD installation, check the appropriate box.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**            **MAX. LENGTH:** 1            **ALPHA/NUMERIC:** ALPHABETIC

Estate code must equal “2”.

## NFA DATA ELEMENT NO. 209

**NAME:** INGRANT RENT PAID

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Ingrant Rent Paid ” is a one character field, which indicates whether rent paid is actual or estimated.

**SOURCES OF DATA:**

EFD Real Estate Division.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. For a single ingrant, enter the annual rental paid.
- a. For multiple ingranted facilities, Class 1 and/or 2, select a “Key” facility and enter the annual rental paid on the record for this facility.
- c. For other than the “Key” facility on multiple ingrants, enter N/A.
- d. For rent-free facilities, enter 0 (zero).

**CHANGES:**

- a. No changes are necessary except for corrections or when the lease is modified and annual rental changes.
- b. For multiple ingrants, if the “Key” facility is changed, enter the rental paid on another facility. For the facilities, which are NOT the “Key” facilities on multiple ingrants, enter N/A.

**CHECKS:**      **MAX. LENGTH:** 8      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Must be transacted if first position of DE 201 is a “2”.

## NFA DATA ELEMENT NO. 210

**NAME:** REFERENCE INGRANT PROPERTY RECORD

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Reference Ingrant Property Record” is the number of the PR on which is entered the total annual rent paid under a multiple facilities lease, when that lease does not stipulate how much of the total rent can be identified with each of the facilities.

**SOURCES OF DATA:**

1. Property Records.
2. Ingrant instrument for property in question.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. If the lease being reported is a single facility enter N/A.
- b. If the lease being reported covers multiple facilities, enter N/A only for the “Key” facility selected. For other than the “Key” facility, enter the Property Record number of the “Key” facility. See DE 209, Rent Value.

**CHANGES:**

If the “Key” facility is changed, enter N/A on the PR of the newly selected facility and the PR number of the new “Key” facility on PRs of other facilities under the multiple lease.

**CHECKS:**      **MAX. LENGTH:** 6      **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. If DE 209 is numeric, this DE must be spaces.
2. This DE must be filled if DE 209 is N/A.



## NFA DATA ELEMENT NO. 211

**NAME:** INGRANT EFFECTIVE DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105

**DEFINITION:**

“Ingrant Effective Date” is the date when an ingrant became effective.

**SOURCES OF DATA:**

EFD Real Estate.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the effective date of the ingrant: e.g. 30 SEP 2001.

**CHANGES:**

Enter new effective date when ingrant is renewed (DE 203 is not affected by this change).

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

- . The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 212

**NAME:** INGRANT EXPIRATION DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105

**DEFINITION:**

“Ingrant Expiration Date” is the date, e.g., 30 SEP 20XX, when an ingrant expires.

**SOURCES OF DATA:**

EFD Real Estate

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Enter the expiration date of the ingrant.
- b. If expiration date is not applicable, check indicator box

**CHANGES:**

Enter new expiration date when ingrant is renewed.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

- . The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 213

**NAME:** MAXIMUM TERM-INGRANT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14

**DEFINITION:**

“Maximum Term Ingrant” is the longest period of time (expressed in years) provided for in the ingrant instrument. This period is the sum of the time interval between the effective date and expiration date, and the period(s)—if any—for which the instrument may be extended/renewed. Maximum term does not apply to ingrants without an expiration date (i.e. indefinite/open-ended agreement).

**SOURCES OF DATA:**

Ingrant instrument.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Enter the maximum term (years) for the ingrant from SOURCE.
- b. Leave blank for ingrants without an expiration date.

**CHANGES:**

Enter new maximum term when ingrant is re-negotiated or renewed.

**CHECKS:**      **MAX. LENGTH:** 2      **ALPHA/NUMERIC:** ALPHA/NUMERIC

If entry is blank, DE 212 must be N/A.

## NFA DATA ELEMENT NO. 214

**NAME:** OUTGRANT CONTRACT NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14

**DEFINITION:**

“Outgrant Contract Number” is the identifying number of the Navy contract outgranting a Class 1 or Class 2 facility or a portion of a facility.

**SOURCES OF DATA:**

Outgrant instrument.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Determine the contract/document number from SOURCE above.
- b. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 15      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Must be transacted if DE 222 (Outgrant ID) has entry.

## NFA DATA ELEMENT NO. 215

**NAME:** OUTGRANTEE NAME

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14

**DEFINITION:**

“Outgrantee Name” is the name of the individual, business firm, or agency (Federal, State, Local, and other) to whom a Navy facility or portion thereof is outgranted.

**SOURCES OF DATA:**

Outgrant instrument.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCE, determine the outgrantee name.
- b. Abbreviate the name not to exceed 25 characters, if necessary.

**CHANGES:**

No changes are necessary except to make corrections or to indicate termination of the outgrant.

**CHECKS:**      **MAX. LENGTH:** 25      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Must be transacted if DE 222 (Outgrant ID) has entry.

## NFA DATA ELEMENT NO. 216

**NAME:** OUTGRANTEE TYPE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14

**DEFINITION:**

“Outgrantee Type” specifies the type of outgrantee to whom a facility or portion thereof is outgranted. (See page 216-A.)

**SOURCES OF DATA:**

1. Outgrant instrument and code from DEFINITION.
2. Page 216-A.

**INSTRUCTIONS:**

**NEW RECORDS:**

From SOURCE, determine the appropriate outgrantee type code.

**CHANGES:**

No changes are necessary except to make corrections. Changes in outgrantee type indicate termination of the outgrant.

**CHECKS:**                      **MAX. LENGTH:** 1                      **ALPHA/NUMERIC:** NUMERIC

Must be a valid type code 2 through 8 and must be entered if DE 222 is transacted.

## NFA DATA ELEMENT NO. 216

### **DEFINITION:** (CONTINUED)

| <b><u>CODE</u></b> | <b><u>ABBREVIATION</u></b> | <b><u>TYPE</u></b>   |
|--------------------|----------------------------|--|
| 2                  | ARMY     an Army Activity  |  |
| 3                  | AIR FORCE                  | <b>an Air Force Activity</b>   |
| 4                  | OTHER FED                  | A Non-DOD Federal Agency<br>(e.g., Coast Guard)  |
| 5                  | OTHER GOV                  | <b>A unit of state/local government</b><br>(e.g., National Guard)  |
| 6                  | NON GOV                    | A non-governmental agency or firm<br>(Credit Union, Telephone Company, etc.)   |
| 7                  | INDIVIDUAL                 | <b>An individual</b>   |
| 8                  | DEFENSE                    | DOD agency other than Army/Navy/Air Force<br>(e.g., DOD Logistics Agency,<br>DOD Communications Agency<br>DOD Intelligence Agency) |

## NFA DATA ELEMENT NO. 217

**NAME:** OUTGRANTEE EFD ORIG CONTRACT NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Outgrantee EFD Original Contract Number” is the number that identifies the original contract number for an existing outgrant.

**SOURCES OF DATA:**

Information is obtained from the original contract or some other related document.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the contract number that appears on the outgrant document.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 15      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Do not enter the dash marks or spaces used to separate a set of characters within a contract number.



## NFA DATA ELEMENT NO. 218

**NAME:** OUTGRANT APPRAISED/ESTIMATED VALUE

**OWNER:**

**REQUIREMENT:**

**DEFINITION:**

“Outgrant Appraised/Estimated Value” is the current worth in dollars of an outgranted facility, as determined by an appraisal or estimate.

**SOURCES OF DATA:**

1. EFD Real Estate Division.
2. Activity representative or EFD for estimates.

**INSTRUCTIONS:**

**NEW RECORDS:**

Determine the appraised or estimated value from SOURCE and enter appropriate amount for facilities which have been outgranted to outgrantee types coded 5, 6, or 7 in DE 216.

**CHANGES:**

Updated appraisals/estimates are to be provided by SOURCE at the time of renewal for outgrants.

**CHECKS:**      **MAX. LENGTH:** 9

**ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be numeric.
2. Must be entered if entry in DE 204 is “zero” or spaces.

## NFA DATA ELEMENT NO. 219

**NAME:** OUTGRANT APPRAISED/ESTIMATED INDICATOR

**OWNER:**

**REQUIREMENT:**

**DEFINITION:**

“Outgrant Appraised/Estimate Indicator” is a one-character field, which indicates whether the appraised estimate is actual or estimated. Entry must be an “A” or “E” when OUT-APS-EST-VAL is transacted. Entry must be a space when OUT-APS-EST-VAL is blank or spaces.

**SOURCES OF DATA:**

1. EFD Real Estate Division.
2. EFD Facilities Planning Division for estimates.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Determine the appraised or estimated value from SOURCE and enter appropriate amount for all ingranted facilities, and facilities, which have been outgranted, to outgrantee types coded 5, 6, or 7 in DE 216.
- b. Enter “A” in last position of field if appraised value is based on appraisal, enter “E” if value is based on an estimate.

**CHANGES:**

Updated appraisals/estimates are to be provided by SOURCE at the time of renewal for ingrants and outgrants.

**CHECKS:** None      **MAX. LENGTH:** 1      **ALPHA/NUMERIC:** ALPHA

1. The alpha character must be an “A” or “E”.
2. Must be entered if entry in DE 204 is zero or spaces.

## NFA DATA ELEMENT NO. 220

**NAME:** OUTGRANT APPRAISAL/ESTIMATE DATE

**OWNER:**

**REQUIREMENT:**

**DEFINITION:**

“Outgrant Appraisal/Estimate Date” is the date, e.g. 30 SEP 20XX, on which an appraisal or estimate of the current worth of an outgranted facility was made.

**SOURCES OF DATA:**

1. EFD Real Estate Division.
2. Activity public works representative or EFD for estimates.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the date on which the appraised or estimated value, DE 205, was determined.

**CHANGES:**

Enter the date on which the appraised value, DE 218, was updated.

**CHECKS:**

**MAX. LENGTH:** 9

**ALPHA/NUMERIC:** DATE

1. Date cannot be subsequent to current year.
2. The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 222

**NAME:** OUTGRANT REFERENCE IDENTIFIER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

“Outgrant Reference Outgrant Identifier” is a dual purpose-coding device, which is used (1) to identify the Outgrant Record (OR) which reports the outgranting of a Navy owned/ingranted land or facility, or a portion thereof, and (2) to identify the outgrantee as a user of a reported facility of land.

### **SOURCES OF DATA:**

1. Derived from judgment.
2. Property Record number index provided by NITC.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

1. The initial outgrant on any one owned or ingranted facility is to be identified with the code “AA”.
2. Subsequent outgrants are to be identified with a code in sequence from the series of alphabetic codes “AA” through “ZZ” as follows: AA, AB, AC.....ZZ.

#### **CHANGES:**

No changes are necessary except to make corrections to a code or when canceling an outgrant.

### **CHECKS:**

**MAX. LENGTH:** 2 **ALPHA/NUMERIC:** ALPHA

Must be a two alphabetic character (AA through ZZ) set, e.g. AA, AB, AC....ZZ that does not duplicate an identifier previously processed for the same property record.

## NFA DATA ELEMENT NO. 224

**NAME:** TYPE OF OUTGRANT INSTRUMENT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14/SECNAV 11011.40A

**DEFINITION:**

“Type of Outgrant Instrument” specifies the kind of outgrant instrument that is applicable to the outgrant being reported. (See page 224-A.)

**SOURCES OF DATA:**

1. Outgrant instrument.
2. Page 224-A.

**INSTRUCTIONS:**

**NEW RECORDS:**

From SOURCE, apply the type of outgrant instrument code.

**CHANGES:**

No changes are necessary. Changes indicate a termination of the outgrant.

**CHECKS:**      **MAX. LENGTH:** 1      **ALPHA/NUMERIC:** NUMERIC

1. Must be numeric code 1 through 7.
2. Must be transacted if DE 222 (Outgrant ID) has entry.

## NFA DATA ELEMENT NO. 224

### **DEFINITION:** (Continued)

| <b><u>CODE</u></b> | <b><u>ABBREVIATION</u></b> | <b><u>REMARKS</u></b>   |
|--------------------|----------------------------|---|
| 1                  | OUTLEASE                   | Lease from Navy to the outgrantee entered in DE 216.  |
| 2                  | USE AGRMT                  | Agreement in which Navy is host to the non-DOD Federal agency entered in DE 216.  |
| 3                  | OTHER AGRMT                | Types of outgrant instruments otherwise not listed herein.  |
| 4                  | LICENSE/PERMIT             | License or permit from Navy to the outgrantee entered in DE 216.  |
| 5                  | OUTEASMT                   | Easement from Navy to the outgrantee entered in DE 216.   |
| 6                  | HOST TENANT                | Host tenant real estate agreement in which Navy is the host and the tenant is the non-Navy DOD activity/command entered in DE 216 (excludes intra-Navy agreements).             |
| 7                  | PL AGRMT                   | Pole line agreement with any OUTGRANTEE, other than a Federal agency, in which Navy grants the right to mount and maintain a utility line or lines on Navy owned utility poles. |

## NFA DATA ELEMENT NO. 225

**NAME:** RENT RECEIVED

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14/FPMR 101-3

### **DEFINITION:**

“Rent Received” is the actual dollar amount of annual rental scheduled to be received by Navy, at the current rate of exchange, for outgranted facilities; or the estimated dollar amount of rental scheduled to be realized under the rental terms of the outgrant instrument in instances when those terms are flexible and are related to the outgrantee’s use of, or production in, the outgranted facility.

### **SOURCES OF DATA:**

Outgrant instrument.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. Determine the annual rental amount from SOURCE and enter in first 8 positions of data field. If outgrant is rent-free, enter “0”.
- b. If annual rental amount is estimated because of flexible terms, enter “E” for estimate in 9<sup>th</sup> position of data field.
- c. For multiple facility outgrants, select a “Key” facility and enter the total annual rental on the record for this facility.
- d. For other than the “Key” facility on multiple facility outgrants, enter zeroes and an “R” (for ref OR) in the 9<sup>th</sup> position of the data field. (A = Actual, E = Estimated, F = Free Rent, R = Reference PR Number if DE 225 is zeroes, Spaces = Spaces allowed if DE 225 is blank.)

#### **CHANGES:**

Changes are made based upon renewal of outgrant or corrections.

**CHECKS:**      **MAX. LENGTH:** 8      **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must contain an entry if DE 222 (Outgrant ID) is transacted.
2. First 8 characters must be numeric and last character must be A, E, F, R, or blank.

## NFA DATA ELEMENT NO. 226

**NAME:** REFERENCE OUTGRANT RECORD

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“Reference Outgrant Record” is the number of the outgrant record on which the total rent can be identified with each of the facilities. The number consists of the applicable Property Record number and the outgrant identifier.

### **SOURCES OF DATA:**

1. Outgrant and Property Records.
2. Outgrant instrument.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. If the outgrant being reported is for a single facility, enter zeroes.
- b. If the outgrant being reported covers multiple facilities, enter zeroes only for the “Key” facility selected. For other than the “Key” enter zero on the record of the facility, Record number and outgrant identifier of the “Key” facility. See DE 225, Rent Received.

#### **CHANGES:**

If the “Key” facility is changed, enter zero on the record of the newly selected facility and the Property Record number and outgrant identifier of the new “Key” facility on records of other facilities under the multiple facility outgrant.

**CHECKS:**      **MAX. LENGTH:** 8      **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. First 6 characters are numeric and last 2 are alphabetic.
2. If DE 225 is numeric, this field must be SPACES.
3. If DE 225 is zeroes and the last character is an “R”, this field must be filled.



## NFA DATA ELEMENT NO. 227

**NAME:** COST REFERENCE DOCUMENT NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Cost Reference Document Number” is the job order or contract number of the document(s) from which facility cost data is extracted for entry to property records. The numbers are used by Plant Property Accounting Activities (PPA) to reconcile facility cost changes on Class 1 and 2-property record with cost documents passing through the Department of Navy accounting system.

**SOURCES OF DATA:**

1. NAVCOMPT Form 621
2. Job and purchase order records
3. Fund ID from the EFD Finance & Accounting Division.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. For MCON funded Construction and land acquisitions, the Regional Commander/ Stand-Alone Activities will enter the associated NCF 621 numbers to NFA for Navy activities. For Marine Corps, the Activity will enter the associated NCF 621 numbers to NFA.
- b. For other than MCON funded construction and land acquisitions, the Regional Commander / Stand-Alone Activity will enter the associated job and/or purchase order numbers to NFA.

**CHANGES:**

Same as for new records.

**CHECKS:**      **MAX. LENGTH:** 15      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Appears only on NFA Transaction Ledger with associated cost changes. Data element does not appear on a property record. After transfer to the Transaction Ledger, this DE will default to spaces.

## NFA DATA ELEMENT NO. 229

**NAME:** EFFECTIVE DATE OUTGRANT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105

**DEFINITION:**

“Effective Date – Outgrant” is the date (e.g., 30 SEP 20XX) when an outgrant became effective, or is to become effective. The effective date need not be the date on which the instrument was agreed to, signed or approved.

**SOURCES OF DATA:**

Outgrant instrument.

**INSTRUCTIONS:**

**NEW RECORDS:**

From source, obtain the date that the outgrant is or is to be effective.

**CHANGES:**

Enter new effective date when outgrant is renewed.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

- . The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 230

**NAME:** EXPIRATION DATE – OUTGRANT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105

**DEFINITION:**

“Expiration Date – Outgrant” is the date (e.g., 30 SEP 20XX) when an outgrant is to expire.

**SOURCES OF DATA:**

Outgrant instrument.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From the source obtain the date that the outgrant is to expire.
- b. If an expiration date is not specified, enter N/A in place of the month.

**CHANGES:**

Enter new expiration date when outgrant is renewed.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

- . The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 231

**NAME:** MAXIMUM TERM – OUTGRANT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“MAXIMUM TERM – OUTGRANT” defines the longest period of time (in years) allowed by the outgrant instrument. This is the sum of the interval between the effective date and the expiration date, and the period, if any, for which the instrument may be extended or renewed.

**SOURCES OF DATA:**

Outgrant instrument

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Enter the maximum term (years) for the outgrant from SOURCE.
- b. Leave blank for outgrants without an expiration date.

**CHANGES:**

Enter new maximum term when outgrant is re-negotiated or renewed.

**CHECKS:**                      **MAX. LENGTH:** 2                      **ALPHA/NUMERIC:** NUMERIC

Must not be used if DE 230 is “N/A”.

## NFA DATA ELEMENT NO. 232

**NAME:** COST CHANGE EFFECTIVE DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/Title 31 U.S. Code 1105

**DEFINITION:**

“Cost Change Effective Date”( e.g. 30 SEP 20XX), is the date associated with a cost correction, capital improvement, or acquisition cost. It is the date that the cost was incurred and is recorded so that current dollar amounts can properly be converted to constant dollar amounts.

**SOURCES OF DATA:**

1. EFD contract/project records.
2. Activity project records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of military real property.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the date from the items listed in SOURCES.

**CHANGES:**

Enter the date from the items listed in SOURCES.

**CHECKS:**

**MAX. LENGTH:** 9

**ALPHA/NUMERIC:** DATE

1. The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.
2. Appears only on NFA Transaction Ledger with associated cost changes. Data element does not appear on a property record. After transfer to the Transaction Ledger, this DE will default to space.

## NFA DATA ELEMENT NO. 233

**NAME:** INGRANT EFD ORIGINAL CONTRACT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** FPMR 101-3

**DEFINITION:**

“Ingrant EFD Original Contract Number” identifies a license issued for an ingrant.

**SOURCES OF DATA:**

1. EFD Real Estate Division .
2. EFD Facilities Planning Division

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Enter the effective date of the ingrant.
- b. Determine the contract/document number from SOURCE above.
- c. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**                      **MAX. LENGTH:**15                      **ALPHA/NUMERIC:** ALPHA/NUMERIC

No embedded dashes or spaces.

## NFA DATA ELEMENT NO. 234

**NAME:** INGRANT LESSOR NAME

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14

**DEFINITION:**

“Ingrant Lessor Name” is the name of the property owner from which the Navy is leasing Class 1 or 2 real property.

**SOURCES OF DATA:**

Ingrant instrument.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the ingrant lessor name from SOURCE.

**OLD RECORDS:**

Enter the ingrant lessor name from SOURCE.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:** None      ***MAX. LENGTH:*** 15      ***ALPHA/NUMERIC:*** ALPHA

## NFA DATA ELEMENT NO. 235

**NAME:** INGRANT APPRAISED/ESTIMATED INDICATOR

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“Ingrant Appraised/Estimate Indicator” is a one-character field, which indicates whether the appraised estimate is actual or estimated. Entry must be an “A” or “E” when ING-APS-EST-VAL is transacted. Entry must be a space when ING-APS-EST-VAL is blank or spaces.

### **SOURCES OF DATA:**

1. EFD Real Estate Division.
2. EFD Facilities Planning Division for estimates.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. Determine the appraised or estimated value from SOURCE and enter appropriate amount for all ingranted facilities, and facilities, which have been outgranted to outgrantee types coded 5, 6, or 7 in DE 216.
- b. Enter “A” in last position of field if appraised value is based on appraisal, enter “E” if value is based on an estimate.

#### **CHANGES:**

Updated appraisals/estimates are to be provided by SOURCE at the time of renewal for ingrats and outgrants.

**CHECKS:** None      **MAX. LENGTH:** 1    **ALPHA/NUMERIC:** ALPHA

1. The alpha character must be an “A” or “E”.
2. Must be entered if entry in DE 204 is zero or spaces.



## NFA DATA ELEMENT NO. 236

**NAME:** INGRANT RENT PAID VALUE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 31 U.S. Code 1105/DoDInst 4165.14/FPMR 101-3/  
SECNAV 11011.40A

**DEFINITION:**

“Ingrant Rent Paid Value” is the dollar amount of annual rental scheduled to be paid, at the current rate of exchange, for ingrated facilities; or “Accommodation Charges” or similar/equivalent charges to be paid to foreign governments under terms of Foreign Military Rights Agreement.

**SOURCES OF DATA:**

Ingrant instrument for the property in question.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. For a single ingrant, enter the annual rental paid.
- b. For multiple ingrated facilities, Class 1 and/or 2, select a “key” facility and enter the annual rental paid on the record for this facility.
- c. For other than the “key” facility on multiple ingrats, enter N/A.
- d. For rent-free facilities, enter 0 (zero).

**CHANGES:**

- a. No changes are necessary except for corrections or when the lease is renegotiated and annual rental changes.
- b. For multiple ingrats, if the “key” facility is changed, enter the rental paid on another selected “key” facility. For the facilities that are NOT the “key” facilities on multiple ingrats, enter N/A.

**CHECKS:**

**MAX. LENGTH:** 8 **ALPHA/NUMERIC:** NUMERIC

Must be transacted if first position of DE 201 is a “2”.

## NFA DATA ELEMENT NO. 237

**NAME:** OUTGRANT RENT RECEIVED INDICATOR

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Outgrant Rent Received Indicator” is a one-character field, which indicates whether the rent received is actual, estimated, or free.

**SOURCES OF DATA:**

Outgrant instrument.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Determine the annual rental amount from SOURCE and enter in first 8 positions of data field. If outgrant is rent-free, enter “0”.
- b. If annual rental amount is estimated because of flexible terms, enter “E” for estimate.
- c. For multiple facility outgrants, select a “key” facility and enter the total annual rental on the record for this facility.
- d. For other than the “key” facility on multiple facility outgrants, enter zeroes and an “R” (for ref OR) in the 9<sup>th</sup> position of the data field. (A= Actual, E=Estimated, F= Free Rent, R= Reference PR Number DE 225 is zero, S= Spaces allowed if DE 225 is blank.)

**CHANGES:**

Changes are made based upon renewal of outgrant or corrections.

**CHECKS:**

**MAX. LENGTH:** 1 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must contain an entry if DE 222 (Outgrant ID) is transacted.
2. First character must be numeric and last character must be A, E, F, R, or blank.

## NFA DATA ELEMENT NO. 301

**NAME:** FACILITY LENGTH

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Facility Length” is the outside measurement (to the nearest linear foot) of the longer dimension of buildings/structures. This field is an English and Metric measurement.

**SOURCES OF DATA:**

1. Engineering drawings.
2. Field measurements.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCE, and with the use of Appendix “C”, determine the length of all buildings and only those structures for which NAVFAC P-72 requires an area measure in square feet (SF). Report length in whole numbers; no decimals can be entered.
- b. Leave field blank if length is not an appropriate measurement. When English measurement is entered, the Metric measurement is calculated automatically and vice versa.

**CHANGES:**

When a previously reported length has been increased or decreased, enter the new length.

**CHECKS:**

**MAX. LENGTH:** 7

**ALPHA/NUMERIC:** NUMERIC

1. Must be numeric.
2. Must be entered for all owned buildings and for those structures where P-72 requires an area measure in SF.
3. An increase or decrease in length resulting in a change of total square feet must be reflected in DE 304.

## NFA DATA ELEMENT NO. 302

**NAME:** FACILITY WIDTH

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Facility Width “is the outside measurement (to the nearest linear foot) of the shorter dimension of buildings/structures. This field is an English and Metric measurement.

**SOURCES OF DATA:**

1. Engineering drawings.
2. Field measurements.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCE and with the use of Appendix “C”, determine the width of buildings and only those structures for which NAVFAC P-72 requires an area measure in square feet (SF). Report width in nearest rounded whole number, no decimals.
- b. Leave field blank if width is not an appropriate measurement, e.g., circular facilities.

**CHANGES:**

When a previously reported width has been increased or decreased enter the new width.

**CHECKS:**                      **MAX. LENGTH:** 5                      **ALPHA/NUMERIC:** NUMERIC

1. Must be numeric.
2. Must be entered for all owned buildings and for those structures where P-72 requires an area measure in SF.
3. An increase or decrease in width resulting in a change of total square feet must be reflected in DE 304.

## NFA DATA ELEMENT NO. 303

**NAME:** FACILITY HEIGHT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Facility Height” is the vertical measurement (to the nearest linear foot) between the lower most and uppermost points of a building or structure. This field is an English and Metric measurement.

**SOURCES OF DATA:**

1. Engineering drawings.
2. Field measurements.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCE and with the use of Appendix “C”, determine the height of buildings and all other Class 2 facilities where height is an appropriate measurement.
- b. Leave field blank if height is not an appropriate measurement.

**CHANGES:**

When a previously reported height has been increased or decreased, enter the new height.

**CHECKS:**

**MAX. LENGTH:** 4

**ALPHA/NUMERIC:** NUMERIC

Must be entered for all owned buildings.

## **NFA DATA ELEMENT NO. 304**

**NAME:** AREA

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/FPMR 101-3/DoDInst 4165.14

### **DEFINITION:**

1. "Facility Area" applies to the measurement of a Class 2 facility. (Buildings – square foot; Structures – linear feet or square feet; and Pavement – square yards)
2. Attics, mezzanines, and basements are included only when converted to usable space.
3. Loading platforms (roofed or not) are included "Area" only when converted to usable space.

### **SOURCES OF DATA:**

1. Engineering drawings.
2. Field measurements.
3. NAVFAC P-72.
4. NAVFAC P-80
5. MILHAND 11010

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. Area measure for all buildings is an OSD requirement.
- b. From SOURCE, determine the total area (outside measurement) of the Class 2 facility.
- c. If area measurement is not appropriate, leave field blank.
- d. The unit of measure for area is found in DE 308.
- e. See Appendix "C" for the area of a circular facility.

#### **CHANGES:**

- a. When a previously reported area has been increased or decreased, enter the new area.
- b. Enter increased or decreased area to appropriate DE's 515, 518, and 521.

### **CHECKS:**

**MAX. LENGTH:** 8

**ALPHA/NUMERIC:** NUMERIC

1. Must be equal to the sums of DE's 515, 518, and 521 for all USES and USERS if facility is an owned or leased building.
2. Must be entered if entry in DE 006 is "BUILDING".

## NFA DATA ELEMENT NO. 305

**NAME:** NUMBER OF STORIES

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Number of Stories” refers to the successive floors (including split levels) of a building, excluding attic/basement/mezzanine/penthouse. Split-level areas are considered “floors”.

**SOURCES OF DATA:**

1. Engineering drawings
2. Field observation.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCE, determine the number of stories in a building.
- b. Leave field blank for structures and utilities.

**CHANGES:**

Enter the new number of stories when the number of stories is increased or decreased.

**CHECKS:**

***MAX. LENGTH:*** 2

***ALPHA/NUMERIC:*** NUMERIC

1. Must be greater than “0” and less than “50”.
2. Must be transacted if entry in DE 006 is an owned “BUILDING”.

## NFA DATA ELEMENT NO. 307

**NAME:** IRREGULAR-SHAPE FACILITY CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“Irregular-Shape Facility Code” is a “Yes/No” indicator when the prime unit of measure for a building or structure is expressed in square feet. A facility is regularly shaped when its plan consists of four sides at right angles to one another. Minor recesses or projections such as architectural features to improve appearances or to add structural stability to buildings can be ignored insofar as building shape (regular/irregular) is concerned.

### **SOURCES OF DATA:**

1. Engineering drawings.
2. Field measurement.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE and with use of Appendix “C”, determine if building or structure is irregular in shape based upon definition and enter “N” for no and “Y” for yes.
- b. Leave blank for facilities that do not have measurement expressed in square feet.

#### **CHANGES:**

Changes are necessary when additions and/or deletions to a building or structure change the shape from one classification to the other.

### **CHECKS:**

**MAX. LENGTH:** 1

**ALPHA/NUMERIC:** ALPHABETIC

Must be “Y” or “N”.



## NFA DATA ELEMENT NO. 308

**NAME:** AREA UNIT OF MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/FPMR 101-3/DoDInst 4165.14/DoDInst 4165.3

**DEFINITION:**

“Area Unit of Measure” is the unit of measure used in quantifying the total area (DE 304) of a facility (buildings and structures only). The “Area Unit of Measure” is expressed in abbreviated form (SF for square feet and SY for square yards).

**SOURCES OF DATA:**

NAVFAC P-72.

**INSTRUCTIONS:**

**NEW RECORDS:**



- a. If facility is a “building” enter SF.
- b. If facility is a “structure” enter SF, SY or spaces as appropriate.
- c. Leave blank if facility is a “utility”.

**CHANGES:**

If facility type is changed, enter appropriate unit of measure change.

**CHECKS:**

**MAX. LENGTH:** 2

**ALPHA/NUMERIC:** ALPHA

1. Entry is required to be SF if DE 006 is equal to “2”. (Owned or Leased)
2. Entry must be SF, SY or spaces if DE 006 is equal to “3”. (Owned or Leased)
3. Entry must be blank if DE 006 is equal to “4”.

## NFA DATA ELEMENT NO. 351

**NAME:** IMPROVED ACRES

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“Improved Acres” is the area of improved grounds within the recorded boundary of a Class 1 facility. Improved grounds are those areas, which receive intensive horticultural development and maintenance care. Examples of improved grounds include lawns, flower and ornamental shrub planting areas, parade grounds, drill fields, athletic fields, cemeteries, golf course greens, tees and fairways and similar areas.

### **SOURCES OF DATA:**

1. General Development or Existing Conditions Map.
2. The activity’s Public Works Department and/or the Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE, determine the amount of improved acreage based on DEFINITION.
- b. When there are no improved acres, the entry should be “0”.
- c. An entry is required for all Class 1 facilities.

#### **CHANGES:**

- a. Changes are necessary to report additions or deletions to improved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

### **CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with “1” (LAND).
3. Sums of DE’s 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

## NFA DATA ELEMENT NO. 352

**NAME:** SEMI-IMPROVED ACRES

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“Semi-Improved Acres” is the area of semi-improved grounds within the recorded boundary of a Class 1 facility. Semi-improved acres are those grounds, which receive less intensive horticultural development and maintenance care than improved grounds (e.g., providing a cover crop for erosion control, and to eliminate fire hazards). Examples of semi-improved grounds include airfields, small arms ranges, ammunition and other storage areas, some golf course roughs and similar areas.

### **SOURCES OF DATA:**

1. General Development or Existing Conditions Map.
2. The activity’s Public Works Department and/or the Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE, determine the amount of semi-improved acreage based on DEFINITION.
- b. Where there are no semi-improved acres, the entry should be “0”.
- c. An entry is required for all Class 1 entries.

#### **CHANGES:**

- a. Changes are necessary to report additions or deletions to semi-improved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

### **CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with “1” (LAND).
3. Sums of DE’s 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

## NFA DATA ELEMENT NO. 353

**NAME:** UNIMPROVED ACRES

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“Unimproved Acres” is the area of unimproved grounds within the recorded boundary of a Class 1 facility. Unimproved acres are those grounds operated as agricultural acres, grazing areas, wooded areas, swamps, marshes, deserts, tundra, rocky/barren land, etc. Unimproved acres do not include submerged areas.

### **SOURCES OF DATA:**

1. General Development or Existing Conditions Map.
2. The activity’s Public Works Department and/or the Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE, determine the amount of unimproved acreage based on DEFINITION.
- b. Where there are no unimproved acres, the entry should be “0”
- c. An entry is required for all Class 1 facilities.

#### **CHANGES:**

- a. Changes are necessary to report additions or deletions to unimproved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

### **CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with “1” (Land).
3. Sums of DE’s 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

## NFA DATA ELEMENT NO. 354

**NAME:** OTHER ACRES

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“Other Acres” is the area of “other” land (i.e., land for which a reporting activity is responsible, and which is not considered to be “Improved,” “Semi-Improved,” or “Unimproved”); e.g., land areas occupied by buildings and structures, utilities visible above ground, and reportable land areas which are submerged.

### **SOURCES OF DATA:**

1. General Development or Existing Conditions Map.
2. The activity’s Public Works Department or the Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

1. From SOURCE, determine the amount of other acreage (AC) based on DEFINITION.
2. Where there are no other acres, the entry should be “0”.
3. An entry is required for all Class 1 facilities.

#### **CHANGES:**

- a. Changes are necessary to report additions or deletions to other acreage.
- b. Changes should be reported by the land holding activity when land use is changed.

### **CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with “1” (Land).
3. Sums of DE’s 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

## NFA DATA ELEMENT NO. 355

**NAME:** TOTAL ACRES

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 10 U.S. Code 2721/FPMR 101-3/DoDInst 4165.14

**DEFINITION:**

“Total Acres” (NFA & Metric) is the total area of all the land within the recorded boundary of a Class 1 facility (i.e., the sum of the “Improved”, “Semi-Improved”, “Unimproved”, and “Other” areas).

**SOURCES OF DATA:**

1. The General Development or Existing Conditions Map.
2. The activity’s Public Works Department and/or the Public Works Center servicing the activity.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCE, determine the amount of total acreage based on DEFINITION.
- b. An entry is required for all Class 1 facilities.

**CHANGES:**

Changes are necessary to report additions or deletions to total acres.

**CHECKS:**                      **MAX. LENGTH:** 10                      **ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with “1” (Land).
3. Sums of DE’s 351, 352, 353, 354 MUST equate to this DE.

## NFA DATA ELEMENT NO. 401

**NAME:** YEAR BUILT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

**DEFINITION:**

“Year Built” is the century and year, e.g., 20XX, when the initial construction of a Class 2 facility was completed. Where not available, a “best estimate” is used.

**SOURCES OF DATA:**

1. “As built” drawings for the facility.
2. OICC/ROICC or Engineering/Design Division of the activity’s Public Works Department or Public Works Center servicing the activity.

**INSTRUCTIONS:**

**NEW RECORDS:**

From SOURCE, determine the year built, otherwise enter best estimate.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**

**MAX. LENGTH:** 4

**ALPHA/NUMERIC:** NUMERIC

1. Cannot be subsequent to current year.
2. This is a required field if DE 001 begins with “2”.

## NFA DATA ELEMENT NO. 402

**NAME:** CONSTRUCTION TYPE CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

**DEFINITION:**

“Construction Type Code” is one of the three coded types of construction of a Class 2 facility which best describes its type of construction. (See page 402-A.)

**SOURCES OF DATA:**

1. Engineering drawings of the Engineering/Design Division of the reporting activity's Public Works Department or the Public Works Center servicing the activity.
2. Page 402-A.

**INSTRUCTIONS:**

**NEW RECORDS:**

From SOURCE, determine which term in DEFINITION best describes the type of construction for Class 2 facilities.

**CHANGES:**

If necessary, make appropriate change from SOURCE based upon DEFINITION.

**CHECKS:**

**MAX. LENGTH:** 1

**ALPHA/NUMERIC:** ALPHABETIC

Must be P, S or T for Class 2 facilities only.



## NFA DATA ELEMENT NO. 402

### **DEFINITION:** (CONTINUED)

| <b><u>CODE</u></b> | <b><u>TERM</u></b>    | <b><u>DEFINITION</u></b>   |
|--------------------|-----------------------|--|
| <b>*P</b>          | <b>PERMANENT</b>      | A facility constructed with a highly durable exterior structural framing of substantial building materials such as masonry, concrete or steel; finished interior (where normally applicable); and expected to be useful for its designed function with minimum maintenance for a period of at least 50 years.        |
| <b>*S</b>          | <b>SEMI-PERMANENT</b> | A facility constructed with: a moderately durable exterior structural framing of substantial building materials such as masonry, concrete or steel; interior finished or unfinished; and expected to be useful for its designed function with moderate or high maintenance for 25 years, but not less than 10 years. |
| <b>*T</b>          | <b>TEMPORARY</b>      | A facility constructed with a non-durable exterior structural framing of lesser grades such as wood or light gauge steel; non-existing or low grade interior finishes and expected to provide minimum facilities for 5 years without regard to the degree of maintenance.  |

\*DOD Instruction 4165.XX (latest edition has not been officially released) explains the various types of construction for facilities.

## NFA DATA ELEMENT NO. 403

**NAME:** YEAR OF LAST CAPITAL IMPROVEMENT

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

**DEFINITION:**

“Year of Last Capital Improvement” indicates when (century and year) the last capital improvement to a facility was completed.

**SOURCES OF DATA:**

1. Construction contract or job order documents.
2. “As built” drawings of the facility.

**INSTRUCTIONS:**

**NEW RECORDS:**

Not applicable to new records except for reassignments. If the data for this DE is on the PR of a losing activity, it must be put on the PR of the gaining activity.

**CHANGES:**

- a. When entering a capital improvement to the Cost Transaction screen this field defaults to the Cost Effective date (DE 232).
- b. This field can be manually modified.

**CHECKS:**

**MAX. LENGTH:** 4

**ALPHA/NUMERIC:** NUMERIC

1. Cannot be subsequent to current year.
2. Cannot be prior to year built, DE 401.

## NFA DATA ELEMENT NO. 404

**NAME:** ATTIC, BASEMENT, MEZZANINE, and PENTHOUSE CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

“Attic/Basement/Mezzanine/Penthouse Code (ABMP Code)” indicates whether a building includes space, usable or unusable, consisting of an attic, basement, mezzanine, and/or penthouse. (See page 404-A.).

### **SOURCES OF DATA:**

1. “As built” drawings of the facility.
2. Engineering/Design Division of the activity’s Public Works Department or Public Works Center servicing the activity.
3. Page 404-A.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE, determine whether a building contains an attic, basement, mezzanine, and/or penthouse and make appropriate entries (A, B, M, and/or P).
- b. Leave blank if ABMP code is not applicable.

#### **CHANGES:**

Changes are necessary to report additions and/or deletions of attic, basement, mezzanine or penthouse.

### **CHECKS:**

**MAX. LENGTH:** 4

**ALPHA/NUMERIC:** ALPHABETIC

May contain any combination of “A”, “B”, “M” or “P” without duplication.

## NFA DATA ELEMENT NO. 404

**DEFINITION:** (CONTINUED)

|          | <b><u>CODE</u></b> | <b><u>ITEM</u></b> |
|----------|--------------------|--------------------|
| <b>A</b> | <b>Attic</b>       |                    |
| <b>B</b> | <b>Basement</b>    |                    |
|          | M                  | Mezzanine          |
| <b>P</b> | <b>Penthouse</b>   |                    |

## NFA DATA ELEMENT NO. 409

**NAME:** CURRENT PROJECT NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** Title 3 U.S. Code 1105

**DEFINITION:**

“Current Project Number” is a unique number assigned by an activity to a facilities project funded by Military Construction (MCON, MCNR) or Minor Construction funds. The number serves as a permanent identification of the project from planning through programming, funding, construction, and reporting to the Navy Facility Assets database (NFA).

**SOURCES OF DATA:**

1. Project documentation.
2. Activity’s Public Works Department or Public Works Center servicing the activity.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCE determine the appropriate project identification number under which the facility was constructed.
- b. Leave blank if project identification number is not applicable.
- c. Do not enter dash marks or spaces used to separate a set of characters within the project number.

**CHANGES:**

This DE cannot be changed.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Entry is required if DE 201 Estate Code is “11” or “12”.

## NFA DATA ELEMENT NO. 410

**NAME:** HERITAGE ASSET

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“A Heritage Asset” (HA) is any item that is unique for one or more of the following reasons: historic or natural significance; cultural or educational; or artistic importance; or significant architectural characteristics. The determining factor for items in the NFADB that may be Heritage Assets is eligibility for or listing on the National Register of Historic Places.

Heritage asset data consisted of one field (Historic Indicator (410) and has now been expanded to include six fields to collect data that satisfies DON Heritage Asset’s reporting requirements. The NFADB will be used to collect data on only those Heritage Assets (real property) that should already be recorded in the NFADB, namely buildings, structures, monuments/memorials, sites, and cemeteries. Any DON controlled or owned building, structure, monument/memorial, or cemetery that meets the criteria for eligibility or listing on the National Register of Historic Places is automatically considered a Heritage Asset and shall be so noted in this and the subsequent fields.

Heritage assets include either parcels of land, buildings (single or multi-use), structures (single or multi-use), monuments/memorials, or cemeteries. The vast majority of HA buildings/structures are multi-use. The last item (“10” is a clarifier, to be used when other historical data fields are filled and there may be doubt about HA status. Check only **one** of the options in this field. *Multi-use* refers to buildings and structures that are used for governmental functions, such as office space, storage, etc. Vacant buildings and structures are NOT considered multi-use. Also, if a Heritage Asset is used primarily for visitation, exhibition, and education, then it is NOT considered multi-use. Buildings and structures need not be in direct DON custody to qualify for reporting.

“No Data” may be chosen as a placeholder indicating that no entry has yet been chosen. “No Data” may also indicate interim identification.

### **SOURCES OF DATA:**

1. Integrated Cultural Resource Management Plans
2. Historic resource inventories
3. National Register of Historic Places
4. National Register eligibility determinations
5. EFD Facilities Planning Department

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCES, determine if the parcel of land; building, structure, monument, or memorial or cemetery is listed on or eligible for listing on the National Register of Historic Places and enter appropriate Heritage Asset code from CHECKS if applicable.
- b. Leave blank if Heritage Asset is not applicable.

**CHANGES:**

- a. EFD Code 20 based upon review of SOURCE 1 or notification enters changes by SOURCE 2 or 3.
- b. Leave blank if historic indicator is not applicable.

**CHECKS:**

***MAX. LENGTH: 1***

***ALPHA/NUMERIC:*** ALPHA/NUMERIC

- Building (non-multi-use) 1
- Multi-use building 2
- Structure (non-multi-use) 3
- Multi-use structure 4
- Monument/memorial 5
- Cemetery 6
- Not a heritage asset 7
- Site 8
- Object 9
- No Data 10

## NFADB DATA ELEMENT NO. 410a

**NAME:** NATIONAL REGISTER CATEGORY

**OWNER:** Cultural Resources Group, NAVFAC

### **REQUIREMENT:**

### **DEFINITION:**

**National Register Category:** After defining items according to the appropriate Heritage Asset terminology, DON must record an item's appropriate National Register Category. Every item will be defined as either a building, structure, site or object, including whether each stands alone or contributes to a historic district.

If a property is a Heritage Asset, then it's relevant National Register information **must** be indicated also. In other words, a property is EITHER 1) a Heritage Asset and eligible for/listed on the National Register OR 2) is neither a Heritage Asset nor eligible for/listed on the National Register. The NFADB should never show that a Heritage Asset that is 'ineligible' for the National Register of Historic Places.

If National Register Category is set to 'Non-contributing element in a historic district' (#9), the 'Heritage Asset' field must be set to 'Not A Heritage Asset' (#7). It's useful to note non-contributing resources, as work on these buildings might trigger National Historic Preservation Act (NHPA), Section 106 consultation for neighboring National Register eligible/listed assets.

"No Data" may be chosen as a placeholder indicating that no entry has yet been chosen. "No Data" may also indicate interim identification.

### **SOURCES OF DATA:**

1. Integrated Cultural Resource Management Plans
2. Historic resource inventories
3. National Register of Historic Places
4. National Register eligibility determinations
5. EFD Facilities Planning Department

### **INSTRUCTIONS:**

#### **NEW RECORDS:**



- a. From SOURCES, determine if the parcel of land; building, structure, monument, or memorial is listed on or eligible for listing on the National Register of Historic Places and enter appropriate code from CHECKS, if applicable.
- b. Leave blank if Heritage Asset is not applicable.

**INSTRUCTIONS:**

**CHANGES:**

- a. From SOURCES, determine if the parcel of land; building, structure, monument, or memorial is listed on or eligible for listing on the National Register of Historic Places and enter appropriate code from CHECKS, if applicable.
- b. Leave blank if Heritage Asset is not applicable.

**CHECKS:**

**MAX. LENGTH:** 1

**ALPHA/NUMERIC:** NUMERIC

- Building (stand alone)
- Structure (stand alone)
- Site (stand alone)
- Object (stand alone)
- Building (contributing resource in a historic district)
- Structure (contributing resource in a historic district)
- Site (contributing resource in a historic district)
- Object (contributing resource in a historic district)
- No Data

## NFADB DATA ELEMENT NO. 410b

**NAME:** NATIONAL REGISTER DETERMINATION

**OWNER:** Cultural Resources Group, NAVFAC

### **REQUIREMENT:**

### **DEFINITION:**

**National Register Determination method** indicates **EITHER** how the property was listed **OR** how it was determined eligible. Any National Historic Landmark is automatically listed on the National Register. For other historically significant items, they may be listed on the National Register or have been determined eligible either by the Keeper of the National Register or by consensus between the Navy and the State Historic Preservation Officer (SHPO). The distinction between “listed” and “eligible” is made because of the requirement to document eligibility. Listed or Keeper-eligible properties have documentation at the National Register of Historic Places Headquarters. Consensus-eligible properties are documented locally.

Options (#’s 6-11) indicate properties that are no longer listed on nor eligible for listing on the National Register, for various reasons. It is necessary to include these fields to document properties as their Heritage Asset status changes. Typically, these indicators would be used to reflect a property whose Heritage Asset status has been lost. If National Register Determination is set to #6-#11, the ‘Heritage Asset’ field must be set to ‘Not a Heritage Asset’ (#7).

“No Data” may be chosen as a placeholder indicating that no entry has yet been chosen. “No Data” may also indicate interim identification.

### **SOURCES OF DATA:**

1. Integrated Cultural Resource Management Plans
2. Historic resource inventories
3. National Register of Historic Places
4. National Register eligibility determinations
5. EFD Facilities Planning Department

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCES, determine how the parcel of land; building, structure, monument, or memorial is listed on or eligible for listing on the National Register of Historic Places and enter appropriate code from CHECKS if applicable.

- b. Leave blank if Heritage Asset is not applicable.

**CHANGES:**

- a. From SOURCES, determine how the parcel of land; building, structure, monument, or memorial is listed on or eligible for listing on the National Register of Historic Places and enter appropriate code from CHECKS if applicable.
- b. Leave blank if Heritage Asset is not applicable.

**CHECKS:**

**MAX. LENGTH:** 1

**ALPHA/NUMERIC:** NUMERIC

- |  |     |
|--|-----|
| • National Historic Landmark   | 1   |
| • Listed on the National Register (NR)                                     | 2   |
| • Determined eligible for NR by Keeper                                     | 3   |
| • Determined eligible for NR by consensus                                  | 4   |
| • Determined ineligible for the NR by consensus/keeper                     | 5   |
| • Unevaluated  | 6*  |
| • Delisted as National Historic Landmark                                   | 7*  |
| • Delisted from the National Register                                      | 8*  |
| • Former NR-eligible site now ineligible                                   | 9*  |
| • NHL/NR property formerly here (i.e., demolished)                         | 10* |
| • NR eligible property formerly here (i.e., demolished)                    | 11* |
| • No Data  | 12  |
| • Treated as eligible by Navy, pending formal determination of eligibility | 13  |

\* These Class 1 and Class 2 properties are not Heritage Assets and should be entered as number 7 in the Heritage Asset field.

## NFADB DATA ELEMENT NO. 410c

**NAME:** NATIONAL REGISTER DETERMINATION DATE

**OWNER:** Cultural Resources Group, NAVFAC

### **REQUIREMENT:**

### **DEFINITION:**

National Register Determination Date is a user-generated date that indicates when the National Register eligibility/listing was determined. This is a user-optional field, however, when filled in, the 'National Register Determination' field must also be completed.

### **SOURCES OF DATA:**

1. Integrated Cultural Resource Management Plans
2. Historic resource inventories
3. National Register of Historic Places
4. National Register eligibility determinations
5. EFD Facilities Planning Department

### **INSTRUCTIONS:**

#### **NEW RECORDS**

- a. From SOURCES, determine when the parcel of land; building, structure, monument, or memorial was listed on or found eligible for listing on the National Register of Historic Places and enter appropriate date.
- b. Leave blank if Heritage Asset is not applicable.

#### **CHANGES**

- a. From SOURCES, determine when the parcel of land; building, structure, monument, or memorial was listed on or found eligible for listing on the National Register of Historic Places and enter appropriate date.
- b. Leave blank if Heritage Asset is not applicable.

### **CHECKS:**

**MAX. LENGTH:** 9

**ALPHA/NUMERIC:** DATE FIELD

1. The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

**Field: National Register status remarks**

- Free-text field. May be used to cite eligibility-conferring documents like ICRMPs. There is already a free comment field where this information can be placed; it will not be query-able.

## NFADB DATA ELEMENT NO. 410d

**NAME:** RELATIVE HISTORIC SIGNIFICANCE INDICATOR

**OWNER:** Cultural Resources Group, NAVFAC

**REQUIREMENT:**

**DEFINITION:**

The Relative Historic Significance Indicator reflects the category and priority level to which a cultural resource has been assigned. This process determines the Navy's 'most significant' cultural resources. For instance, Category I, Priority I reflects those historically significant resources that retain the highest degree of integrity, contextual value, or architectural value. Category I, Priorities II and III indicate successively lower levels of integrity, contextual value, or architectural value, yet resources with these designations are still eligible for listing on the National Register of Historic Places. Category II resources are those that do not qualify for listing on the National Register of Historic Places. The Categorization/Prioritization protocol is located in Integrated Cultural Resource Management Plan (ICRMP) Guidance as well as the Navy's Nation-Wide Historic Family Housing Programmatic Agreement. While it is mandatory for all historic housing units to be categorized and prioritized according to this protocol, it is optional for other cultural resources.

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If this field is set to 'Category II' the following edits are in place:

'Heritage Asset' Field must be set to 7 or space.

'National Register Category' must be 9, 10, or space.

'National Register Determination' cannot be 1-4 or 13.

"No Data" may be chosen as a placeholder indicating that no entry has yet been chosen.

"No Data" may also indicate interim identification.

If historically significant resources have been previously categorized according to the Navy's HARP guidelines, some translation to the codes listed below is necessary.

### HARP

Category I  
Category II  
Category III  
Category IV

### ICRMP

Category I, Priority I  
Category I, Priority II  
Category I, Priority III  
Category II

**SOURCES OF DATA:**

1. Integrated Cultural Resource Management Plans/HARPs

2. Historic resource inventories
3. EFD Facilities Planning Department

### **INSTRUCTIONS:**

#### **NEW RECORDS**

- a. From SOURCES, determine the relative historic significance category and priority rating of the historic family housing unit and enter the appropriate code from CHECKS below.
- b. Leave blank if Heritage Asset is not applicable.

#### **CHANGES**

- b. From SOURCES, determine the relative historic significance category and priority rating of the historic family housing unit and enter the appropriate code from CHECKS below.
- b. Leave blank if Heritage Asset is not applicable.

### **CHECKS:**

|                          |                               |
|--------------------------|-------------------------------|
| <b>MAX. LENGTH:</b> 1    | <b>ALPHA/NUMERIC:</b> NUMERIC |
| Category I, Priority I   | 1                             |
| Category I, Priority II  | 2                             |
| Category I, Priority III | 3                             |
| Category II              | 4                             |

### **DEFINITIONS:**

National Register of Historic Places  
 National historic Landmark  
 Heritage Asset.

## NFA DATA ELEMENT NO. 411

**NAME:** ORIGINAL PROJECT NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

“Original Project Number” is the identifying number of the original project used to acquire a facility.

**SOURCES OF DATA:**

1. EFD contract/real estate document.
2. EFD Real Estate Division .
3. EFD Facilities Planning Division .

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Enter the date of the original project number.
- b. Do not enter the dash marks or spaces used to separate a set of characters within the project number.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Must be entered if DE 202 (ACQ CNT) has entry.



## **NFA DATA ELEMENT NO. 501**

**NAME:** FACILITY USE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14/SECNAV 11011.40A

### **DEFINITION:**

“Facility Use” identifies the use of a Navy or Marine Corps facility (or portion thereof). “Facility Use” is either the standard description (nomenclature) of a facility category as it appears in NAVFAC P-72 or a locally derived (unique) description.

### **SOURCES OF DATA:**

1. NAVFAC P-72.
2. Locally devised facility use description.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. If the standard description from NAVFAC P-72 is appropriate, leave this DE blank, the description will be computer generated based on the category code in DE 502.
- b. If a local description is appropriate, enter self-generated description.

#### **CHANGES:**

- a. If facility use changes, a change to DE 502, Navy Facility Category Code will automatically change this DE to the standard description associated with the category code.
- b. If facility use changes, and a local description is appropriate, enter self-generated description.

**CHECKS:** NONE    **MAX. LENGTH:** 26    **ALPHA/NUMERIC:** ALPHA/NUMERIC

## NFA DATA ELEMENT NO. 502

**NAME:** NAVY FACILITY USE CATEGORY CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** FPMR 101-3/DoDInst 4165.14/DoDInst 4165.3/SECNAV 11011.40A

### **DEFINITION:**

“Navy Facility Use Category Code” is a numeric code used to identify a particular use of Navy or Marine Corps Class 2 real property (i.e., building, structure or utility). The first three digits of the code are a DOD standard; they specify the facility class, category group, and basic category; the fourth and fifth digits are added to provide more definitive categorization of the Navy’s facilities.



### **SOURCES OF DATA:**

1. NAVFAC P-72.
2. Engineering Evaluations performed by EFD or others.
3. Activity Public Works Department or Public Works Center serving the activity during continuous inspections (Ref. NAVFAC M0322)
4. Any other inspection performed by activity personnel.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE 1, select the category code, which most closely identifies the use of the facility.
- b. As many uses as are applicable should be shown for each facility.

#### **CHANGES:**

Changes are entered based upon the inspections conducted in SOURCE 2, 3 or 4.

### **CHECKS:**

**MAX. LENGTH:** 5

**ALPHA NUMERIC:** NUMERIC

1. Must be a valid category code in NAVFAC P-72.
2. Requires CNO approval to change UOPH/UEPH category codes to other than UOPH/UEPH codes.

## **NFA DATA ELEMENT NO. 510**

**NAME:** ACTIVITY IDENTIFIER FACILITY USER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

**DEFINITION:**

“Activity Identifier/Facility User” is the identifier code of a Navy or Marine Corps activity or outgrantee who is a user of a facility (or part of a facility).

**SOURCES OF DATA:**

1. NAVCOMPT Manual, Volume 2, Chapter 5.
2. Master Activity General Information and Control (MAGIC) System.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. Enter the User’s UIC.
- b. Enter the Activity UIC if there is no actual User (vacant space).

**CHANGES:**

- a. Changes are made based upon changes in utilization or space assignments.
- b. The total of the space assigned to USER’s of a building must equal the total area of the building, DE 304.

**CHECKS:**      **MAX. LENGTH:** 6      **ALPHA/NUMERIC:** ALPHA/NUMERIC

UIC must be in the MAGIC database or an Outgrant Identifier from DE 222.

## NFA DATA ELEMENT NO. 511

**NAME:** USE CHANGE DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

**DEFINITION:**

“Use Change Date” is a computer-generated date, generated when a change has been made to the use/user combination (i.e. for that user UIC and CCN (Category Code Number) within the facility).

**SOURCES OF DATA:**

Computer generated

**INSTRUCTIONS:**

**NEW RECORDS:**

**CHANGES:**

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

1. The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.
2. The derived calculation logic: NFA System should update with current date whenever any status/utilization date element applying to a given use/user combination is changed.

## NFA DATA ELEMENT NO. 514

**NAME:** UTILITY FACILITY COST

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

“Utility Facility Cost” is the cost (in full dollars) to the U.S. Government of a utility, or portion thereof, that is reported as a separate use; it includes acquisition cost, plus all reportable capital improvement costs.

### **SOURCES OF DATA:**

Job Order records in files of the activity’s Public Works Department or the Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. This DE is used to report the cost of individual components (facility categories) of a utility system, e.g., pumping station, distribution lines and treatment facility, when the system as a whole is reported on one Property Record.
- b. Determine cost from SOURCE and enter appropriate amount.

#### **CHANGES:**

- a. Determine capital improvement costs from SOURCE and enter new total cost.
- b. Determine final construction project cost from SOURCE and enter adjusted cost.

**CHECKS:**      **MAX. LENGTH:** 10      **ALPHA/NUMERIC:** NUMERIC

1. The sum of entries in DE 514 must equate to DE 204 (Government Cost).
2. This is a required field.

## NFA DATA ELEMENT NO. 515

**NAME:** QUANTITY ADEQUATE AREA MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

**DEFINITION:**

“Quantity Adequate-Area Measure” is the capacity or size in area measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

**SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From SOURCE 1 or 2, enter the adequate area of the facility or portion thereof using the unit of measure.

**CHANGES:**

- a. From SOURCE 4 or 5, enter the new adequate area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

**CHECKS:**      **MAX. LENGTH:** 10      **ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (Decimal), used only when the unit of measure is acres (AC).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 518 or 521 are BLANK.

## NFA DATA ELEMENT NO. 516

**NAME:** QUANTITY ADEQUATE OTHER MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

"Quantity Adequate-Other Measure" is the capacity or size in other measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

### **SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

From SOURCE 1 or 2, enter the adequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.

#### **CHANGES:**

- a. From SOURCE 4 or 5, enter the new adequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

### **CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH, or TN.

# NFA DATA ELEMENT NO. 517

**NAME:** QUANTITY ADEQUATE ALTERNATE MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

## **DEFINITION:**

"Quantity Adequate-Alternate Measure" is the capacity or size in alternate measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

## **SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

## **INSTRUCTIONS:**

### **NEW RECORDS:**

- a. From SOURCE 1 or 2, enter the adequate capacity or size of the facility or portion thereof using the "ALTERNATE" units of measure from SOURCE 3
- b. Leave blank if not applicable.

### **CHANGES:**

- a. From SOURCE 4 or 5, enter the new adequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

## **CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is AC, KG, KV, KW, MB, MG, MI, TH, or TN.



# NFA DATA ELEMENT NO. 518

**NAME:** QUANTITY SUBSTANDARD AREA MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

## **DEFINITION:**

"Quantity Substandard-Area Measure" is the capacity or size in the area measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and a designated user. Substandard is defined as having deficiencies that prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Capital improvements and/or repairs further define Substandard as having deficiencies that can be economically corrected (compared with replacement).

## **SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

## **INSTRUCTIONS:**

### **NEW RECORDS:**

- a. From SOURCE 1 or 2, enter the substandard area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. Deficiency Code must be indicated. GB (DE525)

### **CHANGES:**

- a. From SOURCE 4 or 5, enter the new substandard area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

## NFA DATA ELEMENT NO. 518 (con't)

**CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (DECIMAL).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 515 and 521 are BLANK.
3. Decimals are to be used only when the unit of measure is AC.
4. Deficiency Codes must be entered (for DE 525) if data is entered for DE 518.

# NFA DATA ELEMENT NO. 519

**NAME:** QUANTITY SUBSTANDARD OTHER MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

## **DEFINITION:**

"Quantity Substandard-Other Measure" is the capacity or size in other measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and designated user. Substandard is defined as having deficiencies that prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Capital improvements and/or repairs further define Substandard as having deficiencies that can be economically corrected (compared with replacement).

## **SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

## **INSTRUCTIONS:**

### **NEW RECORDS:**

- a. From SOURCE 1 or 2, enter the substandard capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. Deficiency Code must be entered. GB (DE525)

### **CHANGES:**

- a. From SOURCE 4 or 5, enter the new substandard capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

## NFA DATA ELEMENT NO. 519 (con't)

**CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (DECIMAL).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH, or TN.
3. Deficiency Code must be entered (for DE 525) if data entry is made for DE 519.

## NFA DATA ELEMENT NO. 520

**NAME:** QUANTITY SUBSTANDARD ALTERNATE MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

"Quantity Substandard-Alternate Measure" is the capacity or size in alternate measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and designated user. Substandard is defined as having deficiencies that prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Capital improvements and/or repairs further define Substandard as having deficiencies that can be economically corrected (compared with replacement).

### **SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE 1 or 2, enter the substandard capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE.
- b. Deficiency Code must be entered from DE 525

#### **CHANGES:**

- a. From SOURCE 4 or 5, enter the new substandard capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

## NFA DATA ELEMENT NO. 520 (con't)

**CHECKS:**      **MAX. LENGTH:** 10      **ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is AC, MI, TH or TN.
3. Deficiency Codes must be entered (for DE 525) if data is entered for DE 520.

# NFA DATA ELEMENT NO. 521

**NAME:** QUANTITY INADEQUATE AREA

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

## **DEFINITION:**

"Quantity Inadequate-Area Measure" is the capacity or size in area measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years, the use of a facility for its designated function. Inadequate is further defined as having deficiencies, which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

## **SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

## **INSTRUCTIONS:**

### **NEW RECORDS:**

- a. From SOURCE 1 or 2, enter the inadequate area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. Deficiency Code must be entered. GB (DE526)

### **CHANGES:**

- a. From SOURCE 4 or 5, enter the new inadequate area of the facility or portion thereof using the unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

## NFA DATA ELEMENT NO. 521 (con't)

**CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (Decimal).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 515 and DE 518 are BLANK.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 521.



## NFA DATA ELEMENT NO. 522

**NAME:** QUANTITY INADEQUATE OTHER MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

"Quantity Inadequate-Other Measure" is the capacity or size in other measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years, the use of a facility for its designated function. Inadequate is further defined as having deficiencies, which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

### **SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facilities.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE 1 or 2, enter the inadequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. Deficiency Code must be entered. GB (DE526)

#### **CHANGES:**

- a. From SOURCE 4 or 5, enter the new inadequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

## NFA DATA ELEMENT NO. 522

**CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, MB, MG, MI, TH or TN.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 522.

## NFA DATA ELEMENT NO. 523

**NAME:** QUANTITY INADEQUATE ALTERNATE MEASURE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

"Quantity Inadequate-Alternate Measure" is the capacity or size in alternate measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years; the use of a facility for its designated function. Inadequate is further defined as having deficiencies, which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

### **SOURCES OF DATA:**

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. From SOURCE 1 or 2, enter the inadequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
- b. Deficiency Code must be entered. GB (DE526)

#### **CHANGES:**

- a. From SOURCE 4 or 5, enter the new inadequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
- b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

## NFA DATA ELEMENT NO. 523 (con't)

**CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH or TN.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 523.

## NFA DATA ELEMENT NO. 524

**NAME:** DEFICIENCY CODE ADEQUATE CONDITION

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

"Deficiency Code-Adequate Condition" is a three-character code indicating the type of deficiency existing in a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items, which are deficient (see page 524-A).

### **SOURCES OF DATA:**

1. Engineering Evaluations performed by the EFD or others.
2. Continuous Inspections performed by the activity's Public Work Department or Public Works Center servicing the activity.
3. Page 524-A.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. For reassignments, transfers, and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2.
- b. Enter the appropriate three-digit code from SOURCE 3.

#### **CHANGES:**

- a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
- b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Maximum of 3 deficiency codes are allowed.
2. The first character of each code must be alphabetic (A through G) and the last 2 characters are numeric (01 through 72).

## NFA DATA ELEMENT NO. 524 (con't)

### **DEFINITION:** (CONTINUED)

1. First character, deficient because of:
  - A. Physical Condition
  - B. Functional or Space Criteria
  - C. Design Criteria
  - D. Location or siting Criteria
  - E. Nonexistent
  - F. Total Obsolescence or Deterioration
  - G. Inadequate Capacity/Coverage
2. Second and third characters indicate area of deficiency as follows:

|  |                                      |
|--|--------------------------------------|
| 01...Heating System  | 26...Building Interior/Configuration |
| 02...Ventilation/Exhaust                                       | 27...Roof                            |
| 03...Environmental Control Systems<br>(Air Conditioning, etc.) | 28...Soundproofing                   |
| 04...Plumbing/Piping/Fixtures                                  | 29...Waterproofing                   |
| 05...Fire Deterrent Systems                                    | 30...Building or Structure (total)   |
| 06...Fuel Systems/Piping                                       | 31...Fencing                         |
| 07...Refrigeration System                                      | 32...Drainage                        |
| 08...Elevators/Escalators/ Dumbwaiters                         | 33...Landscaping                     |
| 09...Sewage, etc.  | 34...Stabilization                   |
| 10...Lightning/Fixtures  | 35...Paved Surfacing                 |
| 11...Power Capacity  | 36...Explosive Quantity Distance     |
| 12...Wiring/Feeders  | 37...Airfield Safety Clearance       |
| 13...Alarm Systems   | 38...Pollution Abatement             |
| 14...Communications  | 39...Excessive Noise                 |
| *15...Facility Location  | 40...OSHA Deficiency                 |
| 16...Flood Plain Environmental<br>Incompatibility              | 41...Toilets (Bachelor Housing)      |
| 17...Hazardous Material  | 42...Fender Systems                  |
| *18 ..Site Characteristics                                     | 43...Rails/Tracks                    |
| 19...Accessibility   | 44...Cold Iron                       |
| 20...Foundation  | 45...Seismic Design                  |
| 21...Slab/Floor Decking  | 46...Depth of Water                  |
| 22...Columns   | 47...Facility Characteristics        |
| 23...Walls   | 48...Ceiling Height                  |
| 24...Roof/Ceiling/Trusses                                      | 49...Energy Efficiency               |
| 25...Piling  | 50...Facility Components             |
|  | 51...Ceiling                         |
|  | 52...Doors                           |

## NFA DATA ELEMENT NO. 524 (con't)

### **DEFINITION:** (CONTINUED)

#### **524-A** (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- \*56 Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lighting Protection
- \*62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- \*66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- \*71...Material Handling Systems
- 72...Physical Security

\*Indicates generalized area of deficiency. Other codes are more specific.

## NFA DATA ELEMENT NO. 525

**NAME:** DEFICIENCY CODE SUBSTANDARD CONDITION

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

"Deficiency Code-Substandard Condition" is a three-character code indicating the type of deficiency existing in a facility or portion thereof that is in substandard condition and associated with a designated function (use) and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items, which are deficient (see page 525-A).

### **SOURCES OF DATA:**

1. Engineering Evaluations performed by the EFD or others.
2. Continuous Inspection performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.
3. Page 525-A.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. This DE should not be applicable to new facilities.
- b. For reassignments, transfers and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2. Enter the three-digit code from SOURCE 3.

#### **CHANGES:**

- a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
- b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

### **CHECKS:**

**MAX. LENGTH:** 9    **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first character of each code must be alphabetic (A through G) and the last 2 characters numeric (01 through 72).
2. A maximum of 3 deficiency codes is allowable.
3. Must be entered if DE 518, 519 or 520 is filled.



## NFA DATA ELEMENT NO. 525 (con't)

### **DEFINITION:** (CONTINUED)

1. First character, deficient because of:
  - A...Physical Condition
  - B...Functional or Space Criteria
  - C...Design Criteria
  - D...Location or siting Criteria
  - E...Nonexistent
  - F...Total Obsolescence or Deterioration
  - G...Inadequate Capacity/Coverage
2. Second and third characters indicate area of deficiency as follows:

|  |                                      |
|--|--------------------------------------|
| 01...Heating System  | 26...Building Interior/Configuration |
| 02...Ventilation/Exhaust                                       | 27...Roof                            |
| 03...Environmental Control Systems<br>(Air Conditioning, etc.) | 28...Soundproofing                   |
| 04...Plumbing/Piping/Fixtures                                  | 29...Waterproofing                   |
| 05...Fire Deterrent Systems                                    | 30...Building or Structure (total)   |
| 06...Fuel Systems/Piping                                       | 31...Fencing                         |
| 07...Refrigeration System                                      | 32...Drainage                        |
| 08...Elevators/Escalators/ Dumbwaiters                         | 33...Landscaping                     |
| 09...Sewage, etc.  | 34...Stabilization                   |
| 10...Lighting/Fixtures   | 35...Paved Surfacing                 |
| 11...Power Capacity  | 36...Explosive Quantity Distance     |
| 12...Wiring/Feeders  | 37...Airfield Safety Clearance       |
| 13...Alarm Systems   | 38...Pollution Abatement             |
| 14...Communications  | 39...Excessive Noise                 |
| *15...Facility Location  | 40...OSHA Deficiency                 |
| 16...Flood Plain Environmental<br>Incompatibility              | 41...Toilets (Bachelor Housing)      |
| 17...Hazardous Material  | 42...Fender Systems                  |
| *18...Site Characteristics                                     | 43...Rails/Tracks                    |
| 19...Accessibility   | 44...Cold Iron                       |
| 20...Foundation  | 45...Seismic Design                  |
| 21...Slab/Floor Decking  | 46...Depth of Water                  |
| 22...Columns   | 47...Facility Characteristics        |
| 23...Walls   | 48...Ceiling Height                  |
| 24...Roof/Ceiling/Trusses                                      | 49...Energy Efficiency               |
| 25...Piling  | 50...Facility Components             |
|  | 51...Ceiling                         |
|  | 52...Doors                           |

## NFA DATA ELEMENT NO. 525 (con't)

### **DEFINITION:** (CONTINUED)

#### **525-A** (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- \*56...Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lighting Protection
- \*62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- \*66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- \*71...Material Handling Systems
- 72...Physical Security

\*Indicates generalized area of deficiency. Other codes are more specific.

## NFA DATA ELEMENT NO. 526

**NAME:** DEFICIENCY CODE INADEQUATE CONDITION

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

### **DEFINITION:**

"Deficiency Code-Inadequate Condition" is a three-character code indicating the type of deficiency existing in a facility or portion (use) thereof that is in inadequate condition and associated with a designated function and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items, which are deficient (see page 526-A).

### **SOURCES OF DATA:**

1. Engineering Evaluations performed by the EFD or others.
2. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.
3. Page 526-A.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

- a. This DE should not be applicable to new facilities.
- b. For reassignments, transfers and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2. Enter the appropriate three-digit code from SOURCE 3.

#### **CHANGES:**

- a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
- b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

**CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first character of each code must be alphabetic (A through G) and the last 2 characters numeric (01 through 72).
2. A maximum of 3 deficiency codes is allowable.
3. Must be entered if DE 521, 522 or 523 is filled.

## NFA DATA ELEMENT NO. 526 (con't)

### **DEFINITION:** (CONTINUED)

1. First character, deficient because of:

**A...Physical Condition**

- B...Functional or Space Criteria
- C...Design Criteria
- D...Location or siting Criteria
- E...Nonexistent
- F...Total Obsolescence or Deterioration
- G...Inadequate Capacity/Coverage

2. Second and third characters indicate area of deficiency as follows:

- |  |                                      |
|--|--------------------------------------|
| 01...Heating System  | 26...Building Interior/Configuration |
| 02...Ventilation/Exhaust                                       | 27...Roof                            |
| 03...Environmental Control Systems<br>(Air Conditioning, etc.) | 28...Soundproofing                   |
| 04...Plumbing/Piping/Fixtures                                  | 29...Waterproofing                   |
| 05...Fire Deterrent Systems                                    | 30...Building or Structure (total)   |
| 06...Fuel Systems/Piping                                       | 31...Fencing                         |
| 07...Refrigeration System                                      | 32...Drainage                        |
| 08...Elevators/Escalators/ Dumbwaiters                         | 33...Landscaping                     |
| 09...Sewage, etc.  | 34...Stabilization                   |
| 10...Lighting/Fixtures   | 35...Paved Surfacing                 |
| 11...Power Capacity  | 36...Explosive Quantity Distance     |
| 12...Wiring/Feeders  | 37...Airfield Safety Clearance       |
| 13...Alarm Systems   | 38...Pollution Abatement             |
| 14...Communications  | 39...Excessive Noise                 |
| *15...Facility Location  | 40...OSHA Deficiency                 |
| 16...Flood Plain Environmental<br>Incompatibility              | 41...Toilets (Bachelor Housing)      |
| 17...Hazardous Material  | 42...Fender Systems                  |
| *18...Site Characteristics                                     | 43...Rails/Tracks                    |
| 19...Accessibility   | 44...Cold Iron                       |
| 20...Foundation  | 45...Seismic Design                  |
| 21...Slab/Floor Decking  | 46...Depth of Water                  |
| 22...Columns   | 47...Facility Characteristics        |
| 23...Walls   | 48...Ceiling Height                  |
| 24...Roof/Ceiling/Trusses                                      | 49...Energy Efficiency               |
| 25...Piling  | 50...Facility Components             |
|  | 51...Ceiling                         |
|  | 52...Doors                           |

## NFA DATA ELEMENT NO. 526(con't)

### ***DEFINITION:*** (CONTINUED)

#### **526-A** (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- \*56...Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lightning Protection
- \*62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- \*66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- \*71...Material Handling Systems
- 72...Physical Security

\*Indicates generalized area of deficiency. Other codes are more specific.

## NFA DATA ELEMENT NO. 601

**NAME:** DISPOSAL DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

**DEFINITION:**

"Disposal Date" is the official date, e.g. 30 SEP 20XX, that the facility is disposed.

**SOURCES OF DATA:**

1. ROICC project records.
2. Activity job order records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military Real Property.
5. DD Form 200, Financial Liability Investigation of Property Loss

**INSTRUCTIONS:**

**NEW RECORDS:**

Not applicable to new records.

**CHANGES:**

- a. Determine the disposal date from SOURCE and as follows:
  - (1) Demolition: Date demolition project is officially completed
  - (2) Transfers: Date EFD Real Estate signs DD Form 1354
  - (3) Reassignments: Date the final endorsement is signed.
  - (4) Exchange, sale, and donation, returned to former owner: Effective date of agreement.
  - (5) Disaster, loss of inventory, secured in places.

**CHECKS:**      **MAX. LENGTH:** 9    **ALPHA/NUMERIC:** DATE

- . The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.

## NFA DATA ELEMENT NO. 602

**NAME:** DISPOSAL METHOD CODE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** DoDInst 4165.14

**DEFINITION:**

"Disposal Method Code" indicates the manner in which a facility was disposed. (See page 602-A).

**SOURCES OF DATA:**

1. ROICC/EFD project records.
2. Activity job order records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military real Property.
5. Page 602-A.

**INSTRUCTIONS:**

**NEW RECORDS:**

This DE is NOT applicable to new records.

**CHANGES:**

From DEFINITION, apply the code, which describes the method of disposal of the facility.

**CHECKS:**      **MAX. LENGTH:** 1      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Must be A through F or 1 through 9.

## NFA DATA ELEMENT NO. 602

### **DEFINITION:** (CONTINUED)

| <b><u>CODE</u></b> | <b><u>METHODS</u></b>  |
|--------------------|--|
| 1                  | Reassignment to Other Naval Activity                                 |
| 2                  | Transfer to Army   |
| <b>3</b>           | <b>Transfer to Air Force</b>   |
| 4                  | Transfer to GSA (NOT to be confused with EXCESSED to GSA)            |
| 5                  | Transfer to Other Federal, State, County or City Government Agencies |
| 6                  | Sale (cash)  |
| 7                  | Exchange   |
| 8                  | Donation   |
| 9                  | Demolition   |
| A                  | Termination of Lease   |
| B                  | Loss by Inventory  |
| C                  | Consolidation  |
| D                  | Loss by Disaster   |
| E                  | Secured in Place and Surveyed  |
| F                  | Property Record Number Change or Correction                          |
| G                  | Turned over to Public Private Venture (PPV) initiative               |



## NFA DATA ELEMENT NO. 603

**NAME:** GSA DISPOSAL CONTRACT NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

"GSA Disposal Contract Number" is the number that identifies the GSA disposal contract used in the disposal of plant property.

**SOURCES OF DATA:**

Obtain GSA Disposal Contract Number from the GSA contract or other related document.

**INSTRUCTIONS:**

**NEW RECORDS:**

This DE is NOT applicable to new records.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:** None      **MAX. LENGTH:** 15      **ALPHA/NUMERIC:** ALPHA/NUMERIC

## NFA DATA ELEMENT NO. 604

**NAME:** EXCESS ACTION CODE

**ABBREVIATION:** EXS-CDE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** FPMR 101-3/DoD 4165.14

**DEFINITION:**

"Excess Action Code" is a code used to indicate the type of formal excessing action taken on an item of real property (i.e., a "Declaration of Excess" initiated by a shore activity), and the follow-on action taken by the cognizant Engineering Field Division: "Excessed to General Services Administration" or "Approved for Disposal". (See page 604-A.)

**SOURCES OF DATA:**

1. Activity prepared Declaration of Excess.
2. EFD prepared SF 118 (*SF-118?*), Report of Excess Real Property.
3. EFD letter approving disposal.
4. Page 604-A.

**INSTRUCTIONS:**

**NEW RECORDS:**

This DE is NOT applicable to new records.

**CHANGES:**

From SOURCE, enter the appropriate excess action code.

**CHECKS:**

**MAX. LENGTH:** 1

**ALPHA/NUMERIC:** NUMERIC

Must be 1, 2 or 3.

## NFA DATA ELEMENT NO. 604

### **DEFINITION:** (CONTINUED)

| <b><u>CODE</u></b> | <b><u>NAME</u></b>    |
|--------------------|-----------------------|
| 1                  | Declaration of Excess |
| 2                  | Excessed to GSA       |
| 3                  | Approved for Disposal |

## NFA DATA ELEMENT NO. 605

**NAME:** EXCESS ACTION DATE

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

### **DEFINITION:**

“Excess Action Date” is the date, e.g. 30 SEP 20XX, that formal excessing action is implemented on an item of real property (i.e., a “Declaration of Excess” initiated by a shore activity), and the follow-on action taken by the cognizant Engineering Field Division: “Excessed to General Services Administration” or “Approved for Disposal” (See DE 604).

### **SOURCES OF DATA:**

- (4) Activity prepared Declaration of Excess.
- (5) EFD prepared SF 118, Report of Excess Real Property.
- (6) EFD letter approving disposal.

### **INSTRUCTIONS:**

#### **NEW RECORDS:**

This DE is NOT applicable to new records.

#### **CHANGES:**

- (7) From SOURCE, enter the appropriate excess action date as follows:
- (8) Declaration of Excess: Date of declaration form.
- (9) Excessed to GSA: Date of SF 118
- (10) Approved for Disposal: Date of EFD approval letter

### **CHECKS:**      **MAX. LENGTH:** 9      **ALPHA/NUMERIC:** DATE

1. The first 2 digits must be the day (01-31) followed by the 3 character month abbreviation, followed by the 4 digit year, e.g. 19XX/20XX.
2. Must be entered if DE 604, Excess Action Code is entered.

## NFA DATA ELEMENT NO. 606

**NAME:** DISPOSAL CONTRACT NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

"Disposal Contract Number" is the identifying number of the contract for the disposal of a Department of Navy facility, if disposal was by contract.

**SOURCES OF DATA:**

1. Contract documents maintained by ROICC and EFD Acquisition Department.
2. Station Demolitions.

**INSTRUCTIONS:**

**NEW RECORDS:**

**CHANGES:**

- a. Determine the contract number from SOURCE.
- b. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

**CHECKS:** None      **MAX. LENGTH:** 14      **ALPHA/NUMERIC:** ALPHA/NUMERIC

## NFA DATA ELEMENT NO. 607

**NAME:** CONSOLIDATED PR NUMBER

**OWNER:** NAVFAC Planning/CHENG

**REQUIREMENT:** NFA/Plan

**DEFINITION:**

"Consolidated PR Number" is the number identifying the property record used to report consolidated facilities previously reported on separate records. This number is to be recorded on disposed PRs created by a consolidation action.

**SOURCES OF DATA:**

1. The existing property record used to report consolidated facilities.
2. Activity maintained Log of Property Record Numbers.

**INSTRUCTIONS:**

**NEW RECORDS:**

**CHANGES:**

Changes are not normally necessary except to eliminate duplication or to make corrections.

**CHECKS:**                      **MAX. LENGTH:** 6                      **ALPHA/NUMERIC:** NUMERIC

1. Must be a six-digit element without blanks.
2. Must be transacted if DE 602 entry is "C"
3. Must be unique within an activity UIC.

## NFA DATA ELEMENT NO. 701

**NAME:** ACTIVITY IDENTIFIER MAINTENANCE RESPONSIBILITY

**OWNER:** NAVFAC Public Works

**REQUIREMENT:** RPMA/BOS

**DEFINITION:**

"Activity Identifier-Maintenance Responsibility" is the IMC UIC of the activity responsible for funding maintenance and repair of a particular facility.

**SOURCES OF DATA:**



1. NAVCOMPT Manual Volume 2, Chapter 5.
2. Outgrant or ingrant instruments
3. Host-tenant agreement.

**INSTRUCTIONS:**

**NEW RECORDS:**

When an acquisition property record is created for the Marine Corps activities, this DE defaults to the activity UIC. For the Navy, this DE defaults to the Regional Commander UIC of the activity UIC. User must verify the default values and update as appropriate.

**CHANGES:**

- a. If the responsibility for maintenance and repair funding changes, enter applicable UIC, "OGRTEE" or "LESSOR" as appropriate.
- b. Refer to SOURCE when updating this DE
- c. If an Outgrantee is responsible for funding maintenance and repair enter "OGRTEE".
- d. If a Lessor is responsible for funding maintenance and repair, enter "LESSOR"

**CHECKS:**      **MAX. LENGTH:** 6      **ALPHA/NUMERIC:** ALPHA/NUMERIC

Must be UIC in MAGIC database or "OGRTEE" or "LESSOR"

## **NFA DATA ELEMENT NO. 702**

**NAME:** PRIMARY USE CATEGORY CODE

**OWNER:** NAVFAC Public Works

**REQUIREMENT:** RPMA/BOS

**DEFINITION:**

"Primary Use Category Code" indicates the category code, which describes the function using the greatest portion of the total area in a multiple use facility or the primary component of a utility system.

**SOURCES OF DATA:**

Derived from the Status Utilization file.

**INSTRUCTIONS:**

**NEW RECORDS:**

- a. From source determine the appropriate category code.
- b. Can be entered, otherwise it is computer generated.

**CHANGES:**

Change only to reflect a use change, which results in a new prime use.

**CHECKS:**      **MAX. LENGTH:** 5      **ALPHA/NUMERIC:** NUMERIC

1. Must be a valid category code from NAVFAC P-72.
2. Function must occupy the greatest proportion or have the greatest capacity of a facility.



## NFA DATA ELEMENT NO. 703

**NAME:** MAINTENANCE FUNDING SOURCE CODE

**OWNER:** NAVFAC Public Works

**REQUIREMENT:** RPMA/BOS

**DEFINITION:**

"Maintenance Funding Source Code" identifies the type of funds provided to the responsible activity (DE 701) for maintenance and repair of a particular facility (see page 703-A).

**SOURCES OF DATA:**

1. Judgment based on type of activity and type of facility.
2. Page 703-A.

**INSTRUCTIONS:**

**NEW RECORDS:**

From SOURCES, enter appropriate code.

**CHANGES:**

Changes are required if the maintenance fund type changes for a particular facility.

**CHECKS:**      **MAX. LENGTH:** 1      **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. If DE 701 equals "LESSOR" or "OGRTEE" entry must be "7".
2. Entry must be a code from page 703-A.

## NFA DATA ELEMENT NO. 703

### **DEFINITIONS:**

| <b><u>CODE</u></b>                           | <b><u>NAME</u></b>                                  | <b><u>MNEMONIC</u></b> |
|--|---|------------------------|
| A  | OPERATION AND MAINTENANCE, NAVY                     | O&M, N                 |
| B  | OPERATION AND MAINTENANCE,<br>NAVY RESERVE          | O&M, NR                |
| C  | RESEARCH, DEVELOPMENT,<br>TEST AND EVALUATION, NAVY | RDT&E                  |
| D  | DEFENSE LOGISTICS AGENCY                            | DLA                    |
| E  | MILITARY CONSTRUCTION                               | MC                     |
| H  | DEFENSE HEALTH                                      | DH                     |
| J  | GOVERNMENT OF JAPAN                                 | GOJ                    |
| K  | NAVY WORKING CAPITAL FUND                           | NWCF                   |
| M  | MISCELLANEOUS                                       | MISC                   |
| O  | OTHER   | OTH                    |
| T  | (NATO)  | NATO                   |
| U  | SECGRU  | SECGRU                 |
| Z  | OUTSOURCING   | OUTSRC                 |
| 1  | FAMILY HOUSING, NAVY                                | FH, N                  |
| 2  | CONTRACTOR-OPERATED INDUSTRIAL<br>RESERVE PLANT     | COIRP                  |
| 3  | CONTRACTOR-OPERATED                                 | CORSTF                 |
| <b>RESEARCH &amp; DEVELOPMENT FACILITIES</b> |   |                        |
| 4  | U.S. MARINE CORPS                                   | USMC                   |
| 5  | MODIFIED NAVY INDUSTRIAL FUND                       | MNIF                   |
| 6  | NON-APPROPRIATED FUNDS                              | NAF                    |
| 7  | OUTGRANTEE/LESSOR (INGRANT)                         | OG/L                   |
| 8  | (PRE 1995) BASE REALIGNMENT<br>& CLOSURE            | BRAC                   |
| 9  | CARETAKER (CSO ACTIVITIES)                          | CT                     |

## NFA DATA ELEMENT NO. 801

**NAME:** BOQ ROOMS UNDER 250 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Under 250 NF with Private Bath" are the number of rooms in a Unaccompanied Officers Personnel Housing unit that contains less than 250 net square feet of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 802

**NAME:** BOQ ROOMS UNDER 250 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Under 250 NF with Shared Bath" are the number of rooms in an Unaccompanied Officers Personnel Housing unit that contain less than 250 net square feet of living area and are served by a shared bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 803

**NAME:** BOQ ROOMS UNDER 250 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Under 250 with Central Bath" is the number of rooms in an Unaccompanied Officers Personnel Housing unit that contain less than 250 net square feet of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES :**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 804

**NAME:** BOQ ROOMS BTWN 250 & 399 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Between 250 & 399 NF with Private Bath" is the number of rooms in an Unaccompanied Officers Personnel Housing unit that contains less than 250 or more but less than 400 net square feet of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 805

**NAME:** BOQ ROOMS BETWEEN 250 & 399 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Between 250 & 399 NF with Shared Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 250 or more but less than 400 net square feet of living area and are served by a shared bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 806

**NAME:** BOQ ROOMS BETWEEN 250 & 399 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Between 250 & 399 NF with Central Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 250 or more but less than 400 net square feet or more of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.



## NFA DATA ELEMENT NO. 807

**NAME:** BOQ ROOMS OVER 400 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Over 400 NF with Private Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 400 net square feet or more of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 808

**NAME:** BOQ ROOMS OVER 400 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Over 400 NF With Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 400 net square feet or more of living area and are served by a shared bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 809

**NAME:** BOQ ROOMS OVER 400 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BOQ Rooms Over 400 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 400 net square feet or more of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As-built" drawings.
2. Building survey.

**INSTRUCTIONS**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 810

**NAME:** BEQ ROOMS UNDER 135 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Under 135 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As-built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 811

**NAME:** BEQ ROOMS UNDER 135 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Under 135 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are provided with a full-shared bath.

**SOURCES OF DATA:**

1. "As-built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## **NFADA DATA ELEMENT NO. 812**

**NAME:** BEQ ROOMS UNDER 135 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Under 135 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As-built" drawings
2. Building survey

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not the Property Record.

## NFA DATA ELEMENT NO. 813

**NAME:** BEQ ROOMS BETWEEN 135 & 179 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 135 & 179 NF with Private Bath" is the number of rooms in a Unaccompanied Enlisted Personnel Housing unit that contain 135 or more but less than 180 net square feet of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As-built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 814

**NAME:** BEQ ROOMS BETWEEN 135 & 179 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 135 & 179 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing unit that contains 135 or more but less than 180 net square feet of living area and are served by a shared bath.

**SOURCES OF DATA:**

1. "As-built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.



## NFA DATA ELEMENT NO. 815

**NAME:** BEQ ROOMS BETWEEN 135 & 179 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 135 & 179 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing unit that contain 135 or more but less than 180 net square feet of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As-built" drawings.
2. Building survey.

**INSTRUCTIONS**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 816

**NAME:** BEQ ROOMS BETWEEN 180 & 249 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 180 & 249 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing unit that contain 180 or more but less than 250 net square feet of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As-built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Assets Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**                      **MAX. LENGTH:** 3                      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 817

**NAME:** BEQ ROOMS BETWEEN 180 & 249 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 180 & 249 NF With Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 180 or more but less than 250 net square feet of living area and are served by a shared bath..

**SOURCES OF DATA:**

1. As-built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 5

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset record and not on the Property Record.

## NFA DATA ELEMENT NO. 818

**NAME:** BEQ ROOMS BETWEEN 180 & 249 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 180 & 249 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 180 or more but less than net square feet of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 819

**NAME:** BEQ ROOMS BETWEEN 250 & 269 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 250 & 269 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 820

**NAME:** BEQ ROOMS BETWEEN 250 & 269 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 250 & 269 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are served by a shared bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 821

**NAME:** BEQ ROOMS BETWEEN 250 & 269 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 250 & 269 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 822

**NAME:** BEQ ROOMS BETWEEN 270 & 359 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 270 & 359 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.



## NFA DATA ELEMENT NO. 823

**NAME:** BEQ ROOMS BETWEEN 270 & 359 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 270 & 359 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are served by a shared bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 824

**NAME:** BEQ ROOMS BETWEEN 270 & 359 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Between 270 & 359 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 825

**NAME:** BEQ ROOMS OVER & 360 NF WITH PRIVATE BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Over 360 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are provided with a full private bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 826

**NAME:** BEQ ROOMS OVER & 360 NF WITH SHARED BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Over 360 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are served by a shared bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**

**MAX. LENGTH:** 3

**ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 827

**NAME:** BEQ ROOMS OVER & 360 NF WITH CENTRAL BATH

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Rooms Over 360 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are served by a central bath.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 828

**NAME:** BEQ OPEN BAY AREA

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

"BEQ Open Bay Area" is the area, measured in net square feet, of the open bays in Unaccompanied Enlisted Personnel Housing.

**SOURCES OF DATA:**

1. "As Built" drawings.
2. Building survey.

**INSTRUCTIONS:**

**NEW RECORDS:**

Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.

**CHANGES:**

Changes not necessary unless layout is altered by construction.

**CHECKS:**      **MAX. LENGTH:** 3      **ALPHA/NUMERIC:** NUMERIC

This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

## NFA DATA ELEMENT NO. 829

**NAME:** BACHELOR QUARTERS USE CODE

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

**SOURCES OF DATA:**

1. .
2. .

**INSTRUCTIONS:**

**NEW RECORDS:**

- a.

**CHANGES:**

- a. .

**CHECKS:**

***MAX. LENGTH:***

***ALPHA/NUMERIC:***

- 1.

## NFA DATA ELEMENT NO. 830

**NAME:** BACHELOR QUARTERS DESIGN TYPE CODE

**OWNER:** NAVFAC Bachelor Hsg

**REQUIREMENT:** BOQ

**DEFINITION:**

**SOURCES OF DATA:**

1. .
2. .

**INSTRUCTIONS:**

**NEW RECORDS:**

- a.

**CHANGES:**

- a..

**CHECKS:**

***MAX. LENGTH:***

***ALPHA/NUMERIC:***

- 1.



## NFA DATA ELEMENT NO. 902

**NAME:** FLOOD PLAIN 100 YR W/WAVE ACRES (NFA & METRIC)

**OWNER:** NAVFAC Real Estate

**REQUIREMENT:** Real Estate

**DEFINITION:**

"Flood Plain 100 Yr W/Wave Acres" (NFA & Metric) is the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action that is equaled or exceeded once in 100 years, on the average.

**SOURCES OF DATA:**

EFD Real Estate land records.

**INSTRUCTIONS**

**NEW RECORDS:**

Enter data derived from SOURCE.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**

**MAX. LENGTH:** 10

**ALPHA/NUMERIC:** NUMERIC

The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

## NFA DATA ELEMENT NO. 903

**NAME:** FLOOD PLAIN 100 YR W/O WAVE ACRES

**OWNER:** NAVFAC Real Estate

**REQUIREMENT:** Real Estate

**DEFINITION:**

"Flood Plain 100 Yr W/O Wave Acres" is the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action that is equaled or exceeded once in 100 years, on the average.

**SOURCES OF DATA:**

EFD Real Estate land records.

**INSTRUCTIONS**

**NEW RECORDS:**

Enter data derived from SOURCE.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 10      **ALPHA/NUMERIC:** NUMERIC

The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

## NFA DATA ELEMENT NO. 904

**NAME:** FLOOD PLAIN 500 YR W/WAVE ACRES (NFA & METRIC)

**OWNER:** NAVFAC Real Estate

**REQUIREMENT:** Real Estate

**DEFINITION:**

"Flood Plain 500 Yr W/Wave Acres" is(NFA & Metric) the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action that is equaled or exceeded once in 500 years, on the average.

**SOURCES OF DATA:**

EFD Real Estate land records.

**INSTRUCTIONS**

**NEW RECORDS:**

Enter data derived from SOURCE.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 10      **ALPHA/NUMERIC:** NUMERIC

The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

## NFA DATA ELEMENT NO. 905

**NAME:** FLOOD PLAIN 500 YR W/O WAVE ACRES (NFA & METRIC)

**OWNER:** NAVFAC Real Estate

**REQUIREMENT:** Real Estate

**DEFINITION:**

"Flood Plain 500 Yr W/O Wave Acres" (NFA & Metric) is the number of acres on a Class 1 Property Record affected by a flood, excluding the effects of wave action that is equaled or exceeded once in 500 years, on the average.

**SOURCES OF DATA:**

EFD Real Estate land records.

**INSTRUCTIONS**

**NEW RECORDS:**

Enter data derived from SOURCE.

**CHANGES:**

No changes are necessary except to make corrections.

**CHECKS:**      **MAX. LENGTH:** 10      **ALPHA/NUMERIC:** NUMERIC

The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

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## Abbreviations and Definition of Terms

### ABBREVIATIONS

|                 |   |
|-----------------|---|
| ADP             | Automated Data Processing                               |
| APR             | Acquisition Property Record                             |
| <b>ARP</b>      | <b>Activity Record Printout</b>                         |
| <b>BOD</b>      | <b>Beneficial Occupancy Date</b>                        |
| <b>CBC</b>      | <b>Construction Battalion Center</b>                    |
| CIP             | Capital Improvements Plan                               |
| CMC             | Commandant of the Marine Corps                          |
| CPV             | Current Plant Value                                     |
| <b>DE</b>       | <b>Data Element</b>                                     |
| DEAR            | Data Element Analysis Record                            |
| DEIS            | Defense Energy Information System                       |
| DOD             | Department of Defense                                   |
| DR              | Disposal Record   |
| <b>EE</b>       | <b>Engineering Evaluation</b>                           |
| EFD             | Engineering Field Division                              |
| <b>NITC</b>     | <b>NAVFAC Information Technology Center</b>             |
| FPD             | Facility Planning Document                              |
| FRP             | Facilities Requirement Plan                             |
| <b>GDM</b>      | <b>General Development Map</b>                          |
| GSA             | General Services Administration                         |
| <b>HQMC</b>     | <b>Headquarters Marine Corps</b>                        |
| <b>IC</b>       | <b>Investment Category</b>                              |
| INFADS          | internet Navy Facility Assets Data Store                |
| <b>MAGIC</b>    | <b>Master Activity General Information and Control</b>  |
| MARCORPS        | Marine Corps  |
| MCFPPS          | Marine Corps Facilities Planning and Programming System |
| N/A             | Not Applicable  |
| <b>NAVCOMPT</b> | <b>Comptroller of the Navy</b>                          |
| NAVFACENGCOMHQ  | Naval Facilities Engineering Command Headquarters       |
| NCF             | NAVCOMPT Form   |
| NFA             | Navy Facility Assets                                    |
| NFA MS          | Navy Facility Assets Management System                  |
| OICC            | Officer In Charge of Construction                       |
| OPNAV           | Office of the Chief of Naval Operations                 |

|       |  |
|-------|--|
| OR    | Outgrant Record                            |
| OSD   | Office of the Secretary of Defense         |
| PAA   | Plant Property Accounting Activity         |
| PR    | Property Record                            |
| PWC   | Public Works Center                        |
| RESM  | Real Estate Summary Map                    |
| RJE   | Remote Job Entry                           |
| ROICC | Resident Officer In Charge of Construction |
| RPI   | Real Property Inventory                    |
| SA    | Special Area                               |
| SFPS  | Shore Facilities Planning System           |
| SIOH  | Supervision, Inspection and Overhead       |
| UCD   | Usable Completion Date                     |
| UEPH  | Unaccompanied Enlisted Personnel Housing   |
| UIC   | Unit Identification Code                   |
| UOPH  | Unaccompanied Officer Personnel Housing    |

+ (DE NO.) The "+" sign is a symbol, used on PRs/ORs/DRs to indicate that the entry for a particular data element has been changed. This symbol is a one-time-only marking to reflect only those changes that have been made on that edition of computer-generated PRs/ORs/DRs.

## DEFINITIONS

**Acquisition Property Record. (APR)** This record is designed to be a facsimile of a standard PR and simplify its use. The APR is used to report every newly acquired facility for entry into NFA, whether acquired by purchase, donation, transfer, reassignment, and new construction or found by inventory. A separate APR must be used for each Class 2 facility to be reported and all applicable data elements must be completed.

**Activity UIC.** An activity UIC represents the UIC of the Navy activity to which the real property is assigned; does not connote ownership. Activity UIC for Marine Corps activities denotes ownership.

**Beneficial Occupancy Date.** The contract date that indicates a facility is ready for occupancy.

**Capital Improvement (To An Existing Facility).** Construction on an existing facility, specifically; the addition, expansion, extension, alteration, or conversion of an existing facility including equipment installed in and made a part of such facilities, and related site preparation, excavation, filling, and landscaping.

**Category Code.** A code used for classifying various buildings, structures, utilities, and land (see NAVFAC P-72) according to use or type of estate (in the case of land).

**Consolidations.** A consolidation is an action to correct and dispose of PR(s) previously created for the same facility.

**Current Plant Value.** A computer generated dollar estimate, which is used as an indicator of replacement cost for a Class 2 facility. This is an estimate of replacing a facility with an identical facility under identical circumstances in the same location but at current labor, material and equipment cost rates.

**Disposal Record.** The DR is a computer-generated record of a facility that previously had been recorded on a PR. (DRs are not generated until the property has been disposed of by one of the methods shown in DE 602 (Disposal Method)).

**Engineering Evaluation of Existing Assets.** The Engineering Evaluation is a physical inspection of Class 2 real property and has several purposes: (1) to inspect existing assets to determine which are substandard or deficient in meeting approved facility criteria, (2) to determine if the existing facilities meet the Basic Facilities Requirements, (3) to recommend changes in the current use of facilities in order to achieve the best use to meet military, operational, and functional requirements, and (4) to determine if existing facilities that are currently inadequate can be adapted or rehabilitated to meet other requirements.

**Exclusive Use.** Possession or control by a single entity. Used primarily in real property to distinguish between temporary interests (ingrants and outgrants) that convey exclusive use, such as a lease, and temporary interests that do not convey exclusive use, such as a license or permit.

**Facility.** A building, structure, utility, and land which is subject to separate reporting under the Department of Defense Real Property Inventory.

**Facility Planning Document (FPD).** The complete planning document for an entire facility category as described by a five-digit code in NAVFAC P-72. It includes requirements and assets information, deficient and surplus quantities, proposed planning actions to satisfy deficiencies and eliminate surpluses, and notes describing any facet of the category. (Note: FPDs are used in SFPS)

**General Development Map.** Indicates real property assets and overall proposed development for an activity.

**GSA Space/Lease.** Facilities provided by GSA space allotments or leases are excluded from reporting to NFA.

**Ingrant.** A contract or agreement conveying real property use to the Navy (lease, permit, or license), usually for a specified consideration (rent or other remuneration).

**Lease.** A lease (usually a contract) is that right of exclusive use or occupancy (usually for a specified term) of real and personal property. A lease differs from a permit or license in that it entails exclusive use and is for a specified term. During its specified term, a lease grants irrevocable use.

**License.** Similar to a lease except that the right to use (or the occupancy) is not exclusive, may be for a specific term, and may be revoked at any time at the licensor's option.

**Master Activity General Information Control database.** A database, which contains general functional, command and geographic information about Navy and Marine Corps shore activities, certain units of the operating forces and some non-Navy activities. This database is critical to the proper operation of NFA.

**Multiple Use Facility.** A facility, which supports more than one function and is reportable under multiple category codes.

**Outgrant.** An outgrant is a contract or agreement conveying the use of real property to someone (either government agency or private concern), usually for a specified consideration (rent or other remuneration). Only outgrants with terms of more than 1 year or outgrants which provide for payment of rent or fees regardless of term are to be included in NFA.

**Plant Property Accounting Activity.** The fiscal office responsible for the function of accounting for an activity's plant property values. A PPA may perform this function for one or more activities.

**Property Record.** The PR is a computer-generated record showing real property information for specific facility types (land, building, structure, or utility).

**Real Property Maintenance Activities.** A Department of Defense term used to describe the following management and engineering functions involved in shore facility maintenance and operation:

- (1) Maintenance and repair (functional category M)
- (2) Utilities operations (functional category N)
- (3) Other engineering support (functional category P)
- (4) Minor construction (functional category R)

**Reassignment.** An action involving the change in custody and control of real and related personal property from:

- (1) Navy major claimant to a Navy major claimant,
- (2) Marine Corps activity to a Marine Corps activity,
- (3) Navy major claimant to Marine Corps activity
- (4) Marine Corps activity to a Navy major claimant.

**Shore Facilities Planning System.** A system that provides the procedures necessary to determine the facility requirements of individual activities of the Navy shore establishment, evaluates the adequacy of existing real property to satisfy these requirements, translates facility deficiencies into requirements for construction, and recommends alternative use or disposal of facilities which are underutilized or excess to an activity.

**Special Area.** A geographic area that may be remote, contiguous to, or located within the activity and is identified for functional, operational or administrative reasons.

**Transaction Ledger.** NFA transaction ledger is a computer-generated report showing all cost changes to property records made over a month's period of time. The ledger is generated monthly by NITC for each activity whose property records have undergone cost changes during the previous month. The ledger will accompany the monthly distribution GB (suggest reporting instead of distribution) of new PRs, ORs and DRs.

**Transfer.** A real estate action involving the change in custody and control of real and related personal property to/from the Department of the Navy from/to another military department, the Coast Guard, or other Federal, State, or local governments.

**Utility System.** A central utility service consists of electricity, heat, and steam, water purification and distribution, and telephone distribution lines. Each utility system is reported on a separate PR.



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# Construction Project Data

## DEFINITIONS

**Alterations** - The work required to adjust interior arrangements or other physical characteristics of an existing real property facility so that it may be more effectively adapted to or utilized for its designated purpose. Alteration is classified as construction. **Conversions, additions, expansions and extensions are not alterations.**

**Addition, Expansion, or Extension** - Each constitutes a physical increase to a real property facility. As a general rule, if the dimensions used to record the facility in the inventory are increased, then an addition, expansion, or extension has occurred. Modernization that increases production capability; enlarges, extends, or expands primary distribution systems; or provides services for a new purpose is construction.

**Capital Improvement** - Increase in functional usefulness, productivity, useful life, capacity, or similar values as a result of additions, conversions, alterations, rehabs, or replacements. It also includes equipment installed in and made a part of the facility, related site preparation, excavation, filling and landscaping.

**Construction** - Construction is the erection, installation, or assembly of a new real property facility; or the addition, expansion, extension, alteration, conversion, or replacement of an existing real property facility; or the relocation of a real property facility. Construction projects include the demolition of facilities to be replaced, supporting utilities, roads, parking lots, equipment installed in and made a part of such facilities, related site preparation, excavation, filling and landscaping, or other land improvements incident to the project. (OPNAVINST 11010.20F)

**Conversion** - Conversion is a major structural revision of a real property facility, which changes its original functional purpose resulting in a change to the facility's current three-digit category code (DODINST 4165.3 and NAVFAC P-72). Repair or maintenance may be funded as a non-construction cost when included in a conversion project.

**Replacement** – Replacement is a complete reconstruction of a real property facility destroyed or damaged beyond economical repair. A construction project for complete replacement must include the cost of demolition of the replaced facility. Replacement or a major reconstruction, such as the removal of a deteriorated building and existing foundation, are construction and not repair, except for utility plant buildings that are part of the utility system.

**Repair** – Is the return of a real property facility to such condition that it may be effectively utilized for its designated purposes, by overhaul, reconstruction, or replacement of constituent parts or materials, which are damaged or deteriorated to the point where they cannot be economically maintained. (Per OPNAVINST 11010.20F)

# EXAMPLES

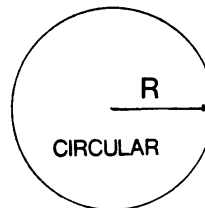
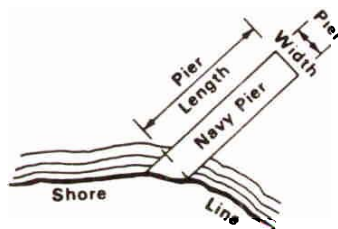
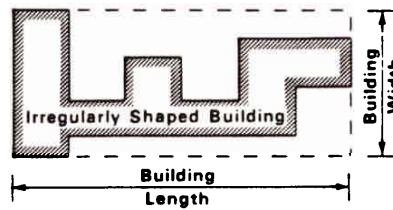
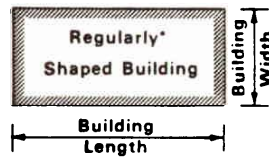
## **Examples of items, which are required to be reported to NFA:**

- 
- NOTE; Specific guidance is provided by NAVCOMPT Volume 3, Chapter 6, par 036107.
- 
- b. Removal, relocation or destruction of buildings or structures to enable new construction.
  - c. Surveying, architectural and engineering fees, site preparation, excavation, filling, landscaping, erosion control, or other land improvement specifically associated with constructions.
  - C Betterments, conversions, replacements (provided the replacement results in increased area, capacity, etc.) or improvements to existing facilities.
    - d. Replacement of individual space heaters with a central heating system serving only the building or structure in which installed.
    - e. Installation of a fluorescent lighting system to replace a serviceable incandescent system to obtain improved lighting.
    - f. Application of brick veneer to a frame structure with wood siding to improve durability.
    - g. Hard surfacing a gravel or dirt road.
    - h. Increasing the length or width of piers or runways, or increasing the length, width, or height of a facility.
    - i. The initial installation of a fire protection system in an existing facility.
  - J Constructing a fire escape on a building.
    - j. Installation of equipment when it requires an alteration to a building or structure.
    - k. Relocatable facilities approved by CNO as real property in accordance with OPNAVINST 11010.33 (latest edition).

## **Examples of items, which are not to be reported to NFA:**

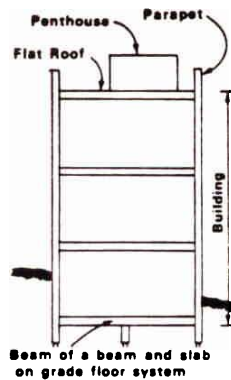
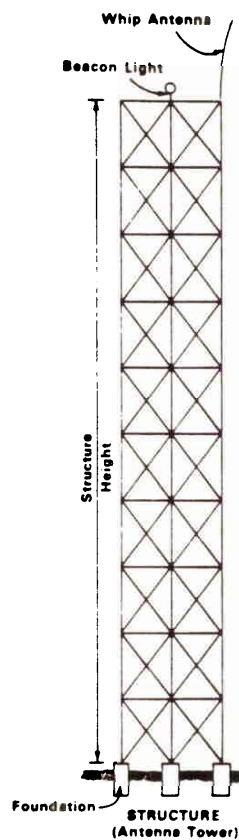
- l. Work constituting maintenance, repair, or rearrangement, other than conversion (i.e., replacement with substantially in kind materials).
- m. Moving partitions within buildings and structures.
- n. Rearranging or relocating equipment or utilities within buildings or structures.
- o. Installing occasional electrical outlets, supply counters, and time clock panels.
- p. Replacement of such items as furnaces, water heaters, or communications systems when the replacement does not result in greater capacity.
- f. Leased relocatable buildings and trailers.

# Dimensions of Class 2 Facilities

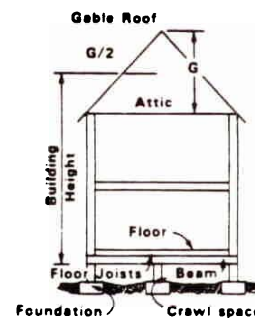


$$\text{Area} = 3.14 \times R^2$$

## AREA LENGTH & WIDTH



Building with Flat Roof and Penthouse



Building with Gable Roof

## HEIGHT